Montgomery Community College

Spring 2016 Class Schedule

Find out about SECU WELDING SCHOLARSHIPS Inside

Brian Moore, CPT
West Montgomery Class of '14
Apprentice at Jordan Lumber
MCC Electrical Systems major

SECU Foundation Scholarships Make Education Affordable

The State Employees Credit Union (SECU) Foundation introduces the SECU Continuing Education Scholarship Program. The program is designed to help meet the needs of North Carolina's unemployed and underemployed citizens.

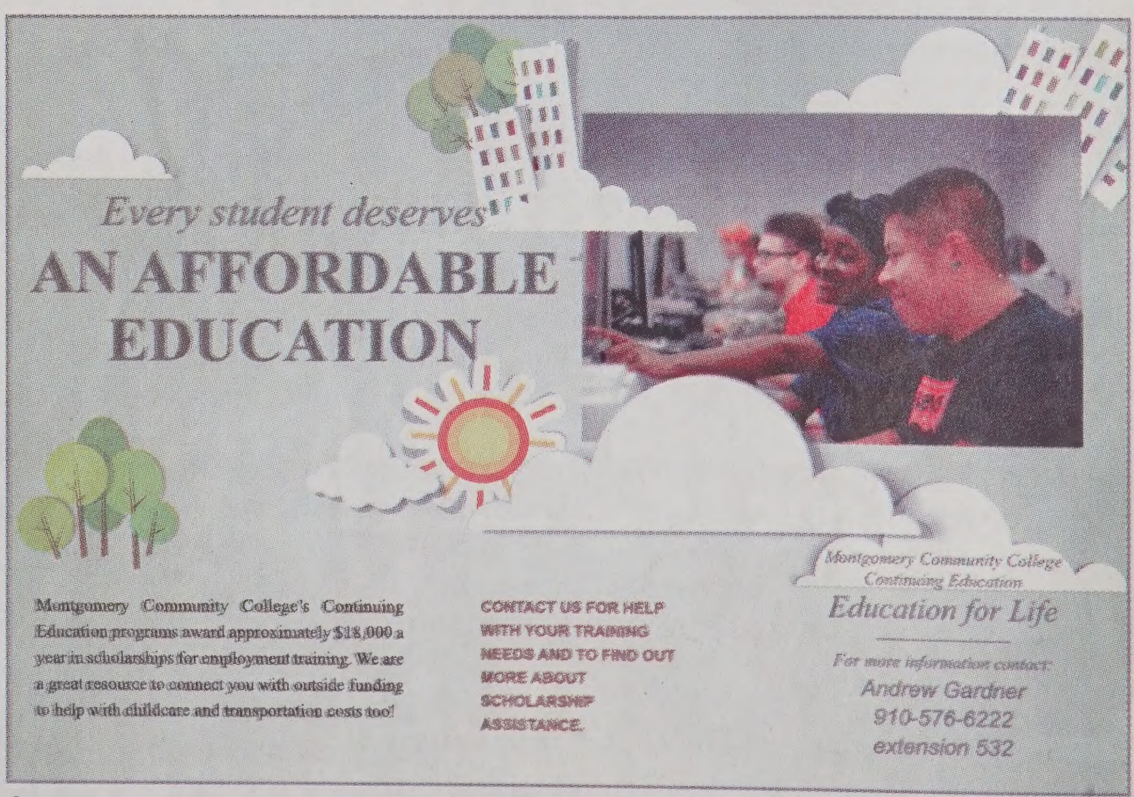
Each semester at Montgomery Community College, the SECU Foundation funds five $750 scholarships to be awarded to eligible students in a Continuing Education program.

To apply for the scholarship, applicants must be a U.S. citizen and a resident of North Carolina. The applicant must be enrolled in a short-term training program that leads to a state-regulated or industry recognized credential, such as ***WELDING.***

The applicant must not be a director, employee, or family member of an employee of the State Employees Credit Union or its Foundation. The applicant must complete an essay that includes a brief biography, why the scholarship is important to their goals, and how the scholarship will benefit their education.

The MCC Continuing Education division is proud to partner with the State Employees Credit Union Foundation to offer these scholarships to individuals who desire training, and who might find getting an education is beyond their resources.

Please contact Andrew Gardner in the Continuing Education department for more information about making your education affordable at 910-576-6222, extension 532.


Every student deserves
AN AFFORDABLE EDUCATION
Montgomery Community College's Continuing Education programs award approximately $18,000 a year in scholarships for employment training. We are a great resource to connect you with outside funding to help with childcare and transportation costs too!
CONTACT US FOR HELP WITH YOUR TRAINING NEEDS AND TO FIND OUT MORE ABOUT SCHOLARSHIP ASSISTANCE.
Montgomery Community College
Continuing Education
Education for Life
For more information contact:
Andrew Gardner
910-576-6222
extension 532

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Registration Dates for Spring Semester Classes

Continuing Education Classes

Registration is going on now, up until the published class start date. (Early registration is recommended. Classes may be canceled due to insufficient enrollment.)

Scholarships are available for many Continuing Education classes. To determine eligibility, ask about financial aid at registration.

Curriculum Classes

Late registration for new students
January 6

Spring Semester classes begin January 11
or as published in this schedule

About Continuing Education

Continuing Education is where many individuals get their start in college. Continuing Education provides short-term training courses or programs designed for those individuals seeking occupational skills training for certification acquisition or maintenance, a new career or job, seeking high school completion, or simply beginning or advancing their knowledge in a personal interest area. Continuing Education offers courses in computer skills, fire/rescue/public safety, health occupations, safety and fitness, foreign languages, green technology, and the industrial/manufacturing skilled trades. Additionally, Continuing Education offers courses for professionals in the insurance and real estate occupations whereby they can earn continuing education units (CEUs) required by the state of North Carolina to maintain certification.

How to Find the Classes You Want

- Are you interested in upgrading your current job skills or are you looking for new skills for a new job? Do you need to recertify your skills in your current occupation? Simply search the Table of Contents for the program or courses that meet your needs.
- Do you want to work on your reading, writing, or math skills? Do you want to work toward an Adult High School Equivalency Diploma (formerly GED®)? Then you need **Career and College Readiness**.
- Are you unemployed? Are you looking for classes designed to help you prepare for and find a job? Look for classes under **Career Planning & Development.**
- Do you want to take classes to satisfy a personal interest or just to have fun and meet new people? Then you need **Personal Interest**.
- Are you a business owner or are you interested in starting your own business? Are you looking for a resource that could help you on the job? Then you need the **Small Business Center**.
- Is English your second language? Do you want to become more proficient speaking English? Then you need **English as a Second Language**.

Not sure you fit any of these categories? Then please look at the class offerings in this publication. When you see one that fits your needs, call us! We'll be glad to help you.

Let us know what you need by contacting us at (910) 576-6222, extension 256.

Registration

You may register for a Continuing Education class anytime before a class is scheduled to begin. Classes without enough students to satisfy instructional costs will be canceled at the college's discretion, so we recommend early registration. For more information about registering for Continuing Education classes, please read the Frequently Asked Questions section.

Continuing Education office hours are 8:00 a.m. - 5:30 p.m. Monday through Thursday and 8:00 a.m. - 3:00 p.m. on Friday. Please call (910) 576-6222, extension 255 or 256 for more information.

Frequently Asked Questions

How old do I have to be before I can take a "Continuing Education" class?
Anyone 18 years of age or older who is not currently enrolled in public school is eligible to attend Adult Continuing Education classes. Persons 16-17 years old and still in school may enroll if they obtain a Covenant Enrollment Release Form signed by the principal of their high school.

- **How do I register?**
  - Call the Continuing Education department at (910) 576-6222, extension 255 or 256.
  - If you have a credit card, you may register by faxing your registration form with payment information to (910) 576-5162.
  - No credit card? Either request a registration form or print one from our website, and mail the form with your payment.
  - You can also come to the Continuing Education department in person to register.
  - Payment is made at the time of registration.
  - Advanced registration is required for all Continuing Education classes.
  - If enrollment is not sufficient, the class will be canceled by the college at the registration deadline and fees will be reimbursed by the college.
  - Financial aid is available for some classes. Please inquire at registration time about possible financial aid.

- **What does the "(SS)" mean next to a course title?**

"(SS)" means "Self-Supporting." Self-supporting courses are offered by the college at the request of the community. Registration fees vary depending upon the number of students enrolled. There are no fee exemptions for self-supporting courses and fees are non-refundable except in the case of course cancellation by the college.

- **How much does it cost to take a class?**

The registration fees for classes vary depending on the number of class hours. Some classes require textbooks, materials, lab fees or insurance. Fixed costs will be listed under "Fees" below each class. Where a textbook or other supplies are needed, every effort is made to announce this in the class description. Because supply needs are highly variable, they may not be listed for every class.

- **What if I have to drop out of a class?**

Students are eligible for a 100% refund if they withdraw from a class before the class begins, or if the class is canceled by the college. Students who withdraw after the class begins, but before 10% of the total number of class hours has been taught, may receive a 75% refund upon request. No refunds are permitted for Self-Supporting (SS) classes except if canceled by the college.

- **May I take a class more than once?**

Students may repeat any course at the regular registration fee. Students may take Occupational courses twice in five years at the regular registration fee; however, fees for additional repeats will be assessed for the full amount of the per-student cost for the class. Ask a Continuing Education representative for more information about repeating Occupational courses.

- **Can I earn college credit for taking a class through Continuing Education?**

In general, Continuing Education courses do not earn credit toward a degree; however, some classes are specifically designed to bridge into for-credit (curriculum) college programs. Also, the CEU serves as a unit to recognize an individual's participation in noncredit activities that meet the appropriate criteria. Ask a Continuing Education representative for more information about bridging classes or CEUs.

Business and Industry Training

Montgomery Community College's Continuing Education Department offers quality education and training courses for businesses, industries, agencies, non-profits, or other entities. The Continuing Education Department can provide training opportunities that are specifically designed to meet the training needs for your group in the following areas:

- Computer training ranging from basic to advanced applications
- Customer service
- Professional development for supervisors and managers
- Basic accounting software
- Pre-employment training

If your business, industry, agency, or group is interested in having a course or series of courses developed to meet your training needs, contact Andrew Gardner at 910-576-6222, extension 532 for more information.

Customized Industry Training
The Customized Training Program supports the economic development efforts of Montgomery County by providing education and training opportunities for eligible businesses and industries. Our Customized Training Program offers programs and training services to assist new and existing business and industry to remain productive, profitable an within Montgomery County.
Our goal is to serve your business quickly and effectively, so that your training needs are me and lead to a productive workforce. Please contact Andrew Gardner at 910-576-6222 Ext 53 if your business would like to take advantage of this opportunity.

If your industry is interested in developing a customized training plan, contact Andrew Gardner at 910-576-6222, extension 532 for more information.

Continuing Education Class Schedule

Aviation

Private Pilot Ground School **$125** **6-8 PM** **MTH** **1/11-3/14** **Rm 142**
Gleim Private Pilot Kit required **$240** (Can be purchased through Pressley Aviation on the first day of class.)
This course will cover the material required to pass the written FAA examination for a private pilot's license. The course teaches aerospace history, weather, navigation, instrumentation, preflight planning, computer and wind triangles, regulations, radio communications, the aviation field, and procedures necessary to become a safe private pilot. *Upon completion of the course, students will have the option to take the FAA exam and to pursue a private pilot's license with Pressley Aviation at additional cost.*

Business Series

Owning Your Own Gun Shop **$70** **8 AM-5 PM** **F**
8 AM-12 PM **SA** **3/11-12** **Rm TBD**
For individuals who are interested in the business side of owning a gun shop, this course serves as an introduction to financing, federal firearms regulations and permits, zoning permits, and marketing.

Career Planning and Development

Career Planning and Development courses are fee-waived for individuals who are unemployed, have received layoff notification, are working and earning 200% of federal poverty guidelines, or who meet federal earned income credit thresholds.

Ready to Work $180 1-4 PM MW 1/11-5/4 Rm 143

This course is for the job seeker needing a flexible schedule. The focus of the course is preparing for the Career Readiness Certification exam, job seeking techniques, employability skills development, communication techniques, problem solving strategies, and understanding the impact of information technology in the workplace. Instruction is individualized to meet the personal needs of the job seeker. *Fees for this class are waived for students meeting income guidelines.*

National Career Readiness
Certification Preparation Online $70 Online Online 2/1-2/26 Online

This online program is a combination of academic and job skills preparation. Students may acquire the National Career Readiness Certificate (Bronze, Silver, Gold, or Platinum), as they pursue a career or degree, or build technical skills. Each student will spend six to eight hours per week on improving academics and work-readiness skills. They will use the MCC National Career Readiness Certification Preparation online program, which is a comprehensive, easy-to-use, web-based curriculum to help individuals master the work-readiness skills they need to be successful in a changing workplace. *Fees for this class are waived for students meeting income guidelines.*

***Career Readiness Certification Exam**	**$10**	**9 AM-12 PM**	**F**	**1/29**	**Rm 143**
	$10	**9 AM-12 PM**	**F**	**2/26**	**Rm 143**
	$10	**9 AM-12 PM**	**F**	**3/25**	**Rm 143**
	$10	**9 AM-12 PM**	**F**	**4/29**	**Rm 143**
	$10	**9 AM-12 PM**	**F**	**5/27**	**Rm 143**
	$10	**9 AM-12 PM**	**F**	**6/24**	**m 143**
	$10	**9 AM-12 PM**	**F**	**7/29**	**Rm 143**

*Pre-registration for the examination is required. Please register with Ashlie Martin in the Continuing Education office or call 910-576-6222 Ext 255.

Realistic Job Preview

Interested in a career change? Not sure which career is right for you? Here's your chance to get real-world information from employers in specific industries about the industy, the jobs, and the skills necessary to work in them. Learn job search strategies and create a winning resume. Experience job-specific mock interviews with actual employers. Practice your interviewing skills, get feedback, and ask questions to help improve your technique.

Realistic Job Preview-Production Tech	**$70**	**10 AM-2 PM**	**TH**	**2/4-3/10**	**Rm TBD**
Realistic Job Preview-Social Service Caseworker	**$70**	**10 AM-2 PM**	**TH**	**3/31-5/10**	**Rm TBD**

Computer Training & Certification

Basic Computer Skills for the Workplace $70 5:30-7:30 PM TTH 1/12-2/25 Rm 273

This course is designed to introduce computers and computer terms, demonstrate how to navigate the internet using search engines, develop e-mail capabilities, and assist the student in developing a moderate comfort level with basic computer use for employability. *Fees for this class are waived for students meeting income guidelines.*

Google for Business $75 5:30-7:30 PM TWTH 3/8-17 Rm 273

You've heard about Gmail, but did you know that Google has several other free applications that can help you be more productive, or help you grow your business? For instance, how about an online calendar, free cloud file storage, a word processor, spreadsheets, a survey creator, video conferencing and more. In addition, you can communicate, create, share and collaborate from any device. See what these free apps can do to save you time and money.

Continuing Education Schedule of Classes

Microsoft IT Academy Certification Testing

Montgomery Community College has been designated as a testing center for the Microsoft IT Academy Certifications. Exams are available in Microsoft Word, Excel, PowerPoint, Outlook, and Access. Successful completion in the exams results in certification as a Microsoft Office Specialist (MOS).

Take any one of our Microsoft Office applications classes and you will be eligible to take a Microsoft Office Certification exam, a $125 value, for free!

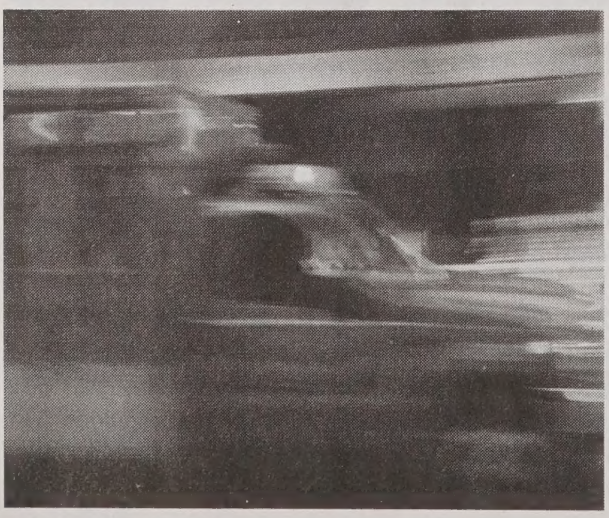
Introduction to Microsoft Excel **$75** **6-8 PM** **MW** **1/11-2/22** **Rm 143**
This course is designed for those who are new to Microsoft Excel and need to learn how to use this software from the ground up. Topics to be covered include: Creating a worksheet, shortcuts, formulas, using the function wizard, custom charts and graphs, and printing options. At the completion of this course each student will be eligible to take the Microsoft Office Specialist (MOS) certification test at no additional cost, a $125 value for free.

Quickstart for Microsoft Office
Quickstart courses are designed for experienced Microsoft Office users who are looking to tune up in specific areas. If you have specific Microsoft Office training needs for yourself or your business, please contact Andrew Gardner at 910-576-6222 extension 532 to set up a class.

MOS Certification Prep **$75** **6-8 PM** **M** **1/25-2/29** **Rm 142/Online**
This course is designed for those who are proficient with various Microsoft Office applications and would like to earn the industry-recognized credential for the computer skills they have mastered. The MOS Certifications are offered in Excel, Word, PowerPoint, Access, and Outlook. This course includes both classroom and web-based instruction. At the start of each class meeting the instructor will be available to review the designated Microsoft Office topic for that week. Course material will be posted online for review; the instructor will be available online and in the classroom to answer any questions about the material. Each certification test is normally $125, but individuals can test in five areas at no cost while registered. That's a savings of $625.

Maintaining & Repairing
Your Own Computer **$75** **6-8 PM** **TTH** **1/12-2/18** **Rm 143**
Are you tired of paying the Geek Squad to make minor repairs to your PC? Want to avoid a one-hour call with a customer service rep? This class will teach you to diagnose and fix minor computer problems yourself.

EMS & Public Safety



EMS Online
Credentialed EMS providers looking for a more convenient way to earn their state-mandated continuing education units (CEUs) can now take their training online with Montgomery Community College's continuing education modules.

Two online course modules are scheduled each month – one in Basic Life Support for first responders and EMT-basics, and one in Advanced Life Support for EMT-intermediates and paramedics. All the classes are listed by month and updates can be found on the MCC website under Continuing Education.

Basic Life Support/Advanced Life Support	Month
Principles of Pharmacology	January
Transport Operations	February
Medical, Legal, and Ethical Issues	March
Endocrine and Hematologic Emergencies	April
Communications and Documentations	May
Soft Tissue Injuries	June

Finance

QuickBooks Basic Training **$75** **6-9 PM** **MW** **4/18-5/9** **Rm 143**
This course is designed to carry the QuickBooks user to a more sophisticated level of use in QuickBooks. Experienced or new QuickBooks users will learn to fully utilize all the features of QuickBooks for home or business purposes. The course also allows time for students to customize some aspects of QuickBooks with instructor support.

Foreign Languages

Spanish for the Workplace **$70** **6-8 PM** **W** **1/13-3/30** **Rm 236**
The course is intended to introduce you to the practical language skills used in the work setting and help you learn enough Spanish to interact with Spanish-speaking customers and co-workers.

Health Occupations

Nursing Assistant I & II
In order to register, all entering students are required to:
1) Show a valid driver's license and Social Security card.
2) Show evidence of a high school diploma or equivalency, or obtain the required reading level test score. A reading test can be taken any Wednesday at 5:30 p.m. or Thursday at 9:00 a.m. in Room 149.
3) Students must provide a TB skin test report before the first day of the course.

Nursing Assistant I
This class introduces students to the skills and competencies needed for basic patient care in a health care setting. After successful completion of the course, the student can provide safe, effective, basic nursing care in a variety of health care facilities under the supervision of licensed nurses and/or other approved personnel. Students must complete clinical rotations as part of the course. **Please note: Nurse Assistant Hybrid courses require online, classroom and clinical participation.*

Nursing Assistant I	**$235.60**	**5:30-10 PM**	**MW**	**1/11-5/2**	**RM 157**
Nursing Assistant I	**$235.60**	**8 AM-2:30 PM**	**MTW**	**1/11–3/16**	**Rm 157**
Nursing Assistant I Hybrid	**$235.60**	**5:30-9:30 PM**	**TTH**	**1/12- 4/13**	**Rm 157**
Nursing Assistant II	**$232.60**	**5:30-9:30 PM**	**MTTH**	**1/11-4/14**	**Rm 154**

Students must be listed as a Nursing Assistant I in good standing with the North Carolina Department of Health and Human Services in order to register for the Nursing Assistant II course. Students are taught skills in oxygen therapy, suctioning, tracheotomy care, IV fluid monitoring and discontinuation, nasogastric and gastrostomy feeding procedures, enterostomy care, urinary diversion and urinary catheterization. This course equips the students with advanced skills in providing care for the elderly and older adults. Students will complete clinical rotations as part of the program.

Phlebotomy

All entering students are required to attend an information session. If you cannot make an information session, please call (910) 576-6222, extension 255 to be placed on a call list.

To register, applicants must:

1) Show a valid driver's license and Social Security card.

2) Show evidence of a high school diploma or equivalency, or obtain the required reading level test score. A reading test can be taken any Wednesday at 5:30 p.m. or Thursday at 9:00 a.m. in Room 149.

3) Attend the Phlebotomy Info Session

Phlebotomy Info Session	**$0**	**TBD**	**TBD**	**TBD**	**Rm 139**
Phlebotomy	**$270.60**	**5:30-9:30 PM**	**MT**	**1/19-5/9***	**Rm 139**

This course consists of theory and clinical experiences in performing blood collections. Successful completion of the course prepares students to sit for the American Society of Phlebotomy Technicians (ASPT) National Certification Examination. A textbook is required.

**Class sessions end 5/9. Phlebotomy clinical rotations end in August, 2016.*

Health, Safety & Fitness

Community CPR

MCC can schedule CPR and first aid for groups, agencies, or businesses. Call Continuing Education at (910) 576-6222, extension 255 for more information and custom scheduling.

Infant, Child, and Adult

CPR and First Aid	**$58**	**6-10 PM**	**TTH**	**5/10 & 5/12**	**Rm 148**
	$58	**8 AM-5 PM**	**F**	**1/22**	**Rm 148**
	$58	**8 AM-5 PM**	**S**	**4/16**	**Rm 136**

CPR for Health Care Providers Initial Certification

& Recertification	**$58**	**8 AM-5 PM**	**F**	**2/26**	**Rm 148**
	$58	**8 AM-5 PM**	**S**	**3/12**	**Rm 136**

Zumba

Get your fitness on with Zumba, combining dance moves with your favorite hip hop music for a total fitness party. Low-intensity and high-intensity moves create an interval style, calorie burning workout. It's fun, it's effective, and it's made for everyone!

Zumba	**$35**	**5:30-6:30 PM**	**MW**	**1/11-3/9**	**Senior Center**
Zumba	**$35**	**5:30-6:30 PM**	**MW**	**4/4-5/25**	**Senior Center**

GetFit StayFit

No Contact Kick Boxing	**$40**	**6-7 PM**	**MTH**	**1/18-3/25**	**Page Street Elementary School**

A fun and functional alternative to conventional aerobics for fitness buffs who want a great workout with equally great results. Get a full body workout and improve your flexibility, coordination, and balance. All of the kickboxing moves, when done correctly, will make your torso into a solid base that lets you do day-to-day tasks more easily. For greater muscle toning, bring your own weighted kickboxing gloves.

GEtFit StayFit Boot Camp	**$45**	**6:15-7:30 PM**	**MTH**	**4/4-6/9**	**BLET Outdoor Training Course**

Combining back pack training with body weight training will not only improve your overall physical body strength, but will also improve your mind through the mental challenge of the extra weight. Required equipment: 10 lbs. of weight (any items with mass) and a 4-5 foot long stick weighing 3-4 lbs., and work-out cords. Optional Train Mean/Eat Clean nutrition segment will be offered through Montgomery County Cooperative Extension at a discount for students of this class. See instructor on first day of class about this option. Optional body assessments done upon request prior to April 4. Contact Tammy Owens at getfitstayfitbootcamp@yahoo.com.

GetFit StayFit Strength and Core	**$40**	**6-7 PM**	**MTH**	**6/20-8/25**	**Page Street Elementary School**

This class allows individuals to build a strong core with the use of the stability ball and dumbbells. Core training, balance, and flexibility are all included to create a well-rounded program. The multi-joint movement patterns will create a real "commotion" in your core!

Insurance

Insurance Agent Continuing Education

Courses are for licensed insurance agents to obtain their required 24 ICECs per two-year period. Agents should review the NCDOI website at www.ncdoi.com for additional information about their CE requirements. A producer/agent number is required when enrolling in courses. Mandatory Ethics courses (required every 2 years for all agents) and mandatory Flood courses (required every 4 years for P&L agents) are offered each spring semester. All courses are approved and offered under Walter Batista, provider #562268129. Please contact Lewis Edwards at 910-576-6222, extension 215 if you are in need of a class.

Notary Public Education

Notary Public Education

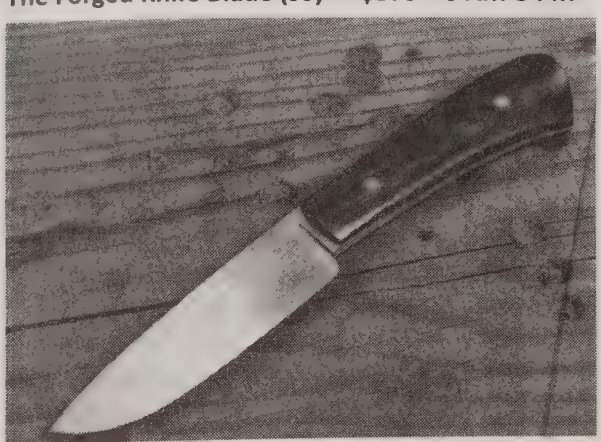
This seven-hour course is required for individuals to obtain a North Carolina Notary Public Commission. Both class sessions must be attended to receive credit for this course. Participants must be at least 18 years old; must reside legally in the United States and reside or work in North Carolina; must speak, read, and write English; and must possess a high school diploma or equivalent. Each notary public candidate must verify his/her identity by presenting a state or federal government issued photo identification document, such as an NC driver's license or a US passport. Students must acquire and review the required manual *Notary Public Guidebook for North Carolina 10th Ed.* before class begins. The manual is available in the MCC General Store or directly through the NC Dept. of the Secretary of State at www.sosnc.com. ISBN# 978-1-56011-480-2.

Notary Public Education	**$70**	**8:30 AM-4:30 PM**	**S**	**1/30**	**Rm 154**
Notary Public Education	**$70**	**8:30 AM-4:30 PM**	**S**	**2/27**	**Rm 136**
Notary Public Education	**$70**	**8:30 AM-4:30 PM**	**S**	**4/16**	**Rm 136**

NRA Courses

Montgomery Community College is one of only four schools in the U.S. that are sanctioned by the National Rifle Association (NRA) to offer bonafide NRA Short-Term Gunsmithing, Knife Making & Armorer's Courses. The courses are taught by some of the nation's most celebrated gunsmiths from across the country and around the world. Courses offered range from highly specialized to general interest. For more information about all of MCC's NRA classes visit www.montgomery.edu/nra.

The Forged Knife Blade (SS) **$375** **8 AM-5 PM** **W-SA** **1/13-16** **Rm 172**



(Photo courtesy of https://wigginsknives.wordpress.com/tag/knives/)

Journeyman bladesmith Bill Wiggins, will teach proper forging, heat treating, and finishing in this hands-on course. Bill will cover steel selection, forges and forging tools, heat treating and finishing of the forged blade. One meal is included in the course cost. Bill is a member of the American Bladesmith Society and has earned many accolades and achievements for his knives.

NRA Courses

Basic Pistol Shooting **$110** **8 AM-6 PM** **SA** **1/30** **Rm TBD**

The NRA Basic Pistol Shooting course introduces students to the information, skills, and attitude necessary for owning and using a pistol safely. Through this course, the student will learn about pistol parts and operation, ammunition, gun safety, pistol shooting fundamentals, and pistol shooting activities. This course is great for those with minimal pistol experience or for anyone that would like to improve their knowledge and proficiency with handguns. Shooters can expect to shoot 50-100 rounds of ammunition and should bring their own handgun. However, if the student does not own a handgun, one may be rented from MCC with ammunition for an additional charge dependent upon caliber.

Personal Protection in the Home **$135** **8 AM-6 PM** **SA** **4/2** **Rm TBD**

This NRA course teaches the basic knowledge, skills, and attitude essential to the safe and efficient use of a handgun for protection of self and family, and to provide information on the law-abiding individuals' right to self-defense. Unlike the other basic courses, this course covers defensive shooting and focuses on the defender's mindset, decision-making abilities under pressure, and planning for the worst. Students can expect to shoot 100-150 rounds of ammunition and are required to shoot a handgun no smaller than a 9mm. Students will learn basic defensive shooting skills, strategies for home safety and responding to violent confrontation, firearms and the law, how to choose a handgun for self-defense, and continued opportunities for skill development. Students will receive the *NRA Guide to the Basics of Personal Protection in the Home* handbook, *NRA Gun Safety Rules* brochure, the *Winchester/NRA Marksmanship Qualification* booklet, and course completion certificate. Participants in this class should be experienced shooters that show a mastery of the basic skills of safe gun handling. Participants are encouraged to take the Basic Pistol Course or the NC Concealed Carry Course prior to enrolling in this course. Finally, self-defense is a serious topic not to be taken lightly. This course is intended for law-abiding citizens who have the mindset and seriousness necessary to properly perform activities in the course.

Personal Interest

Cooking Classes

If you would like to take a cooking class or are interested in finding out more, please contact Andrew Gardner at 910-576-6222, extension 532 for more information.

Multimedia Art **$45** **9:30 AM-2:30 PM** **T** **1/12-3/1** **Rm 103B**

Beginning-to-advanced level students work in an open studio with an instructor one-on-one with as much or as little guidance as needed. Choose any medium from which to work including oils, acrylics, watercolors and pen/pencil.

Introduction to Beekeeping **$25** **6-8 PM** **M**
9 AM-12 PM **SA** **2/15-3/21** **Rm 230**

This course is designed for beginning beekeepers, but is a great refresher for current beekeepers to enhance their general beekeeping skills. Knowledgeable instructors will cover the history of beekeeping as it pertains to keeping your own bees, getting started, seasonal management, and the treatment of pests and diseases.

Pottery - Heritage Arts Production

MCC's Pottery program is known nationally for its state-of-the-art facility, accomplished alumni, and talented staff. Now this program is being offered for the first time to students through short term Continuing Education classes. Learn all the skills taught in the degree program from the same instructors, but take the courses convenient for you. These are non-credit courses. Additional topics in pottery production can be scheduled at students' request. Please contact Andrew Gardner at (910) 576-6222, extension 532 or e-mail gardnera@montgomery.edu.

Introduction to Pottery

Learn clay preparation, centering and wheel throwing basic forms, trimming, surface decoration, glazing, firing techniques and loading and firing bisque kilns.

Introduction to Pottery	**$182**	**5:30-9:30 PM**	**M**	**1/11-5/9**	**Rm 300**
Introduction to Pottery	**$182**	**9 AM-2 PM**	**T**	**1/12-5/3**	**Rm 300**
Introduction to Pottery	**$182**	**8:30 AM-4:30 PM**	**TH**	**1/12-5/5**	**Rm 300**
Introduction to Pottery	**$182**	**8:30 AM-4:30 PM**	**F**	**1/12-5/6**	**Rm 300**
Introduction to Pottery	$182	5-9 PM	T	1/12-5/3	Rm 300

Advanced Pottery

Develop and enhance skills and techniques in handbuilding, throwing, decorating, glazing and firing clay.

Advanced Pottery	**$182**	**5:30-9:30 PM**	**M**	**1/11-5/9**	**Rm 300**
Advanced Pottery	**$182**	**8:30 AM-4:30 PM**	**T**	**1/12-5/3**	**Rm 300**
Advanced Pottery	**$182**	**8:30 AM-4:30 PM**	**TH**	**1/12-5/5**	**Rm 300**
Advanced Pottery	**$182**	**8:30 AM-4:30 PM**	**F**	**1/12-5/6**	**Rm 300**
Advanced Pottery	**$182**	**5-9 PM**	**T**	**1/12-5/3**	**Rm 300**

One-day Pottery Workshops

MCC has invited nationally-renowned potters to our pottery studio to present specialty clay workshops this spring. This will be an opportunity for beginning to advanced potters to learn specialized styles and techniques provided by experienced, master potters. Workshops are scheduled on Saturdays from 8:30 a.m. until 4:30 p.m. Sessions include a morning demonstration and discussion, followed by a one-hour, bring-your-own-lunch networking session, and end with a hands-on application session. Seats for workshops are limited. Participants are encouraged to register early. All materials costs are extra and will be charged separately.

Slipware Workshop **$70** **8:30 AM-4:30 PM** **S** **2/6** **Rm 300**

Photo courtesy of www.facebook.com/pages/New-Salem-Pottery)

Learn this uniquely beautiful primary decorating process from pottery historians, Hal Pugh and Eleanor Minnock-Pugh. At their New Salem Pottery studio in Randleman, N.C., the Pughs produce a variety of slip decorated redware and stoneware pottery. They specialize in the reporduction of 18th and 19th century slip decorated and plain redware. Working as consultants to archaeologists, historians, and set decorators concerning historic ceramic techniques and processes, their pottery has been displayed and used by universities, historic sites, the movie industry, and living history museums throughout the U.S. and abroad.

Raku Workshop **$70** **8:30 AM-4:30 PM** **S** **3/12** **Rm 300**

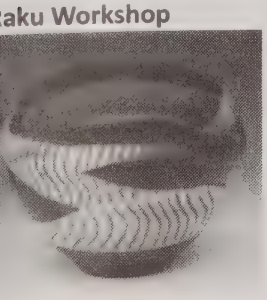


Photo courtesy of www.cclay.com/criggs/)

Learn Raku techniques from Charlie and Linda Riggs of Riggs Pottery and Clay Art Studio located near Carthage, N.C. The Riggs are contributing authors to the book, "Naked Raku and Related Bare Clay Techniques." They have also written for and have been been featured in a variety of ceramic arts magazines. They have exhibited throughout the U.S. and internationally, and teach workshops around the country on various subjects including, Raku methods, saggar-firing, pit-firing, Raku kiln building, and throwing techniques. The Riggs are members of the faculty at Laloba Ranch Clay School in Steamboat Springs, Colo.

Real Estate Broker Continuing Education

The NC Real Estate Commission requires all licensed real estate brokers to take both a Real Estat Update course and at least one elective annually. Students may take one or both topics for a single registration fee. All course materials are included in the fee.

General Real Estate Update	**$75**	**8 AM-12 PM**	**S**	**3/19**	**Rm 1**
Broker In Charge (BIC) Update	**$75**	**8 AM-12 PM**	**S**	**3/19**	**Rm 1**
Real Estate CEU Elective	**$75**	**1-5 PM**	**S**	**3/19**	**Rm 1**

Skilled Trades

Electrical Technician

Students may take the Electrical Technician program as either curriculum (college credit) program* or a continuing education (non-credit) program.

Basic Wiring **$180** **6-10 PM** **TTH** **1/12-5/3** **Rm 50**

This course is designed to cover the principles of electrical wiring as it applies to commercial/ residential applications. Emphasis is on Ohm's law, alternating and direct currents, series circuits, parallel circuits and series parallel circuits, use of electrical tools and equipment, wiring materials and many other special subjects. Preventive maintenance and troubleshooting as well as Nationa Electrical Code will be covered.

*If you are interested in the Electrical Technician curriculum program, please see page 28 for application and registration information for curriculum programs.

Intro to Blueprint Reading **$70** **5:30-9:30 PM** **TH** **1/14-2/4** **Rm 103**

This course is designed to give the user the ability to understand and interpret basic blueprint terminology and features. The focus of the class will be on the title block information, revisions, flag notes tolerances and their meaning, datums, as well as rotation of views and cut-away views.

Heating, Ventilation & Air Conditioning (HVAC)

Students may take the HVAC program as either a curriculum (college credit) program or a continuing education (non-credit) program. Successful completers of either program are eligible to take the NATE certification exam. The following is the Continuing Education HVAC course schedule for Spring 2016. (The curriculum course schedule begins on page 31.)

The HVAC certificate program is divided into two courses offered over two consecutive semesters and must be taken in the following sequence unless approved by the instructor.

1) Fall Semester: Refrigeration & Air Conditioning
2) Spring Semester: Heating and Heat Pumps

The evening HVAC certificate program is divided into three courses offered over three semesters and must be taken in the following sequence unless otherwise approved by the instructor:

1) Fall Semester: Refrigeration and Air Conditioning
2) Spring Semester: Heating and Heat Pumps I
3) Summer Semester: Heating and Heat Pumps II

Heating Technology	**$180**	**8-11:50 AM**	**MTW**	**1/11-3/7**	**Rm 168**
Heat Pump Technology	**$180**	**8-11:50 AM**	**MTW**	**3/8-5/9**	**Rm 168**
HVAC Duct Systems 1	**$180**	**1-2:50 PM**	**MW**	**1/11-5/9**	**Rm 168**
HVAC Building Codes	**$180**	**Online**		**1/11-5/9**	**Online**
HVAC Servicing	**$180**	**8 AM-4:20 PM**	**TH**	**1/14-5/5**	**Rm 168**
HVAC Customer Relations	**$180**	**3-3:50 PM**	**M**	**1/11-5/9**	**Rm 168**
Heating Technology	**$180**	**5-9 PM**	**MW**	**1/11-5/9**	**Rm 168**
HVAC Electricity	**$180**	**5-9 PM**	**T**	**1/12-5/3**	**Rm 168**

TE Certification Testing $125 Scheduled for groups

TE Certification Testing is scheduled for groups. Contact Ed Hinson at MCC (hinsone@ ntgomery.edu) if you are interested in sitting for the NATE Certification test or would like to ange NATE testing for a group.

intenance Awareness $125 12:30-4:30 PM T 1/12-3/29 Rm 142

dule IV Certified Production Technician

e Certified Production Technician (CPT) course trains students in the production skills needed be successful in manufacturing jobs. The training is divided into four modules: Safety, Quality ctices & Measurement, Manufacturing Processes & Production, and Maintenance Awareness. *the completion of all four modules, students are guaranteed an interview with Jordan Lumber d Unilin.* Scholarships are available.

e Maintenance Awareness module covers the following:

Prepare preventive maintenance and routine repair.

Monitor indicators to ensure correct operations.

Recognize potential maintenance issues with basic production systems including knowledge of when to inform maintenance personnel about problems with electrical, pneumatic, hydraulic, automation, and lubrication systems, bearings and couplings.

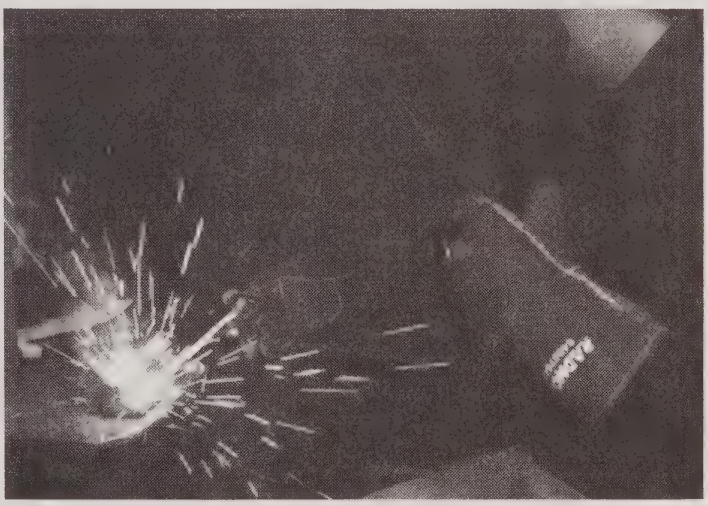
udents test at the end of each module. Upon successful completion of all four modules, udents are awarded the CPT certificate.

0 CPT Test Registration (one time testing fee for all four modules)

0 Assessment (fee per module)

elding

e Welding program provides udents with the skills cessary to pursue one or more elding certifications and to t the program prepared for nployment as a welder. The st courses listed in our current nedule are designed to serve th the beginning students and ose with some experience.



roduction to Welding: MIG, G, & Stick

is course teaches the ndamentals of welding and tting and covers safety, yacetylene welding, torch cutting, arc welding, and MIG and TIG welding. By the end of the urse, students should have entry-level knowledge of the welding process and depending upon dividual ability, advance to Intermediate Welding or the Certification Preparation course.

ro to MIG, TIG, & Stick	**$201.60**	**7 AM-2:30 PM**	**MTW**	**1/11-5/4**	**Rm 171**
ro to MIG, TIG, & Stick	**$201.60**	**6-10 PM**	**MTW**	**1/11-5/4**	**Rm 171**
ro to MIG, TIG, & Stick	**$201.60**	**12-2:30 PM**	**MW**	**2/1-5/4**	**Rm 171**

pe Welding

e Pipe Welding program is designed to prepare students for an entry level position as a pipe elder. Major emphasis is placed on the welding, maintenance, and repair of a variety of pipe stems. At the end of the Pipe Welding program, students will be prepared for the 6G Pipe elding certification test.

pe Welding	**$201.60**	**7 AM-2:30 PM**	**MTW**	**1/11-5/4**	**Rm 171**
pe Welding	**$201.60**	**6-10 PM**	**MTW**	**1/11-5/4**	**Rm 171**

Repair Welding and Fabrication

This course covers the safe and efficient use of welding tools and techniques to repair and maintain industrial machinery. The course emphasizes the fabrication of guards and brackets, welding of dissimilar metals, structural welding, out-of-position welding, MIG welding, SMAW welding, air-arc welding, various grinding and cutting tools, shears, breaks, and rollers.

Repair Welding and Fabrication	**$201.60**	**7 AM-2:30 PM**	**MTW**	**1/11-5/4**	**Rm 1**
Repair Welding and Fabrication	**$201.60**	**6-10 PM**	**MTW**	**1/11-5/4**	**Rm 1**

Welding Certification Prep	**$201.60**	**7:30 AM-12:30 PM**	**S**	**1/16-5/7**	**Rm 1**

This course is designed to prepare students for the American Welding Society's welding certification. This course is open only to experienced welders or students who have successfully completed the MCC Introduction to Welding course. The instructor holds certifications from the American Welding Society (AWS), American Society for Mechanical Engineers, American Petroleum Institute. The instructor is a Certified Welding Inspector and Certified Welding Educator through AWS. Students can take certification test welds in the class with the instructor.

NEW! Short Term Taxidermy Program

MCC's Taxidermy program is now offering one-Saturday-a-month specialty and introductory classes. These day-long classes cover basic to advanced techniques tailored to the specific needs of the class.

Large Body Mammals	**$71.60**	**8 AM-5 PM**
	1/30	**Rm 162**
Advanced Water Fowl	**$71.60**	**8 AM-5 PM**
	2/27	**Rm 162**
Advanced Fish Painting	**$71.60**	**8 AM-5 PM**
	3/26	**Rm 162**
African Animals	**$71.60**	**8 AM-5 PM**
	4/30	**Rm 162**

now there are

THREE ways to earn your

NC High School Diploma

GED

Computer Based Four (4) Subject Areas Tested

HiSET

Computer or Paper Based Five (5) Subject Areas Tested

Computer or Paper Based Five (5) Subject Areas Tested

=

You now have the choice to take your High School Equivalency exams in the traditional way—with pencil and paper, or with a computer. So what's stopping you?

State of North Carolina

High School Equivalency Diploma

Don't put it off any longer! Find out more about finishing your high school equivalency credential. Contact the Career & College Readiness Department at 910-576-6222, extension 250 or 254.

Career and College Readiness
Adult High School Equivalency Classes

Classes are offered for the adult who desires to complete studies for the Adult High School Equivalency Diploma or to review reading, math, and English skills. Instruction is available to the non-reader. Contextualized instruction is utilized in a classroom setting.
Before enrolling in a class, an individual must attend a registration/orientation session. Minors (16-17 years of age) may enroll in the program but need to obtain a Minor Release Form to be completed by a parent or legal guardian and the Board of Education before registering. For further information please contact Maria Inman, Assessment/Retention Specialist at (910) 576-6222, extension 254, or Kathy Garner-Smith, Career and College Readiness Coordinator, at (910) 576-6222 extension 236. ***All Career and College Readiness classes are free.***

Registration & Orientation
Every other Tuesday beginning January 5, 2016
9:00 AM or 5:30 PM, Room 149

If you are unable to attend one of our Tuesday sessions, please contact Maria Inman at (910) 576-6222, extension 254 to set up an appointment.

Adult Basic Education /High School Equivalency

Douglas	8:30 AM-12:30 PM	M-TH	1/4-5/12	Rm 138
Douglas	12:30-2:30 PM	M-TH	1/4-5/12	Rm 138
James	9 AM-12 PM	F	1/8-5/13	Rm 138
Comer	6-9 PM	M-TH	1/4-5/12	Rm 138
Muse	9 AM-1 PM	S	1/9-5/14	Rm 138
McIntyre	5:30-8:30 PM	MTTH	1/4-5/12	Highland Center
McLaughlin	4 PM-7 PM	MW	1/4-5/11	Emmanuel Pentecostal Church, Candor

Adult High School (Official transcripts required)

McIntyre	8:30 AM-12:30 PM	M-TH	1/4-5/12	TBA

Adult Basic Education (ABE) /Adult High School Equivalency**

Cagle	9-11:30 AM	M-F	1/4-5/13	Jesse Cole Center, Biscoe
Cagle	12-3 PM	M-F	1/4-5/13	Jesse Cole Center, Biscoe

**These classes are for students approved for day program services through Monarch.

North Carolina has approved the use of three different high school equivalency exams: the GED®, *which is only offered through computer-based testing; the* HiSET, *which may be administered either through a computer or with traditional pencil and paper. The* TASC *test also may be administered through a computer or pencil and paper. More information can be found at www.gedtestingservice.com (for the GED®), www.hiset.ets.org (for the* HiSET*), and www.tasctest.com (for TASC).*

English as a Second Language - Clases de Inglés

(910) 576-6222, extension 249 e-mail encinasa@montgomery.edu

Clases de Inglés (gratis)

Le gustaría usted, o conoce alguien a quien le gustar:

•¿Aprender inglés de una manera práctica y entretenida con profesores expertos en ESL?

•¿Mejorar su habilidad de comunicarse y entender inglés en diferentes situaciones (como en la escuela, el centro de trabajo, bancos, tiendas, etc.)?

•¿Mejorar sus oportunidades de comunicarse y encontrar trabajo?

Ésta es una gran oportunidad para usted, su familia y sus amigos. Las clases se acomodan al niv de los estudiantes — principiantes, intermedios y avanzados — y son completamente gratis. Puede empezar en cualquier momento durante el semestre.

English as a Second Language

Would you like, or do you know anyone who would like to:

•Learn English in a fun and practical way with experienced teachers?

•Improve reading and writing skills in English?

•Improve communication skills in the workplace, schools, and community agencies?

This is a great opportunity for you, your family, and your friends. The classes adapt to students c all levels — beginning, intermediate, and advanced — and are completely free. You can begin at any time during the semester.

Encinas	**9 AM-12 PM**	**L/Mi**	**1/4-5/11**	**Iglesia Adventista del 7 Día, Bisco**
Encinas	**9 AM-12 PM**	**M/W**	**1/4-5/11**	**7th Day Adventist Church, Bisco**
Encinas	**5-8 PM**	**M/J**	**1/5-5/12**	**Iglesia Adventista del 7 Día, Bisco**
Encinas	**5-8 PM**	**T/TH**	**1/5-5/12**	**7th Day Adventist Church, Bisco**
Morales	**5:15-8:15 PM**	**L/Mi**	**1/4-5/11**	**Biblioteca pública, Tro**
Morales	**5:15-8:15 PM**	**M/W**	**1/4-5/11**	**Public Library, Tro**
Encinas	**5-8 PM**	**L/Mi**	**1/4-5/11**	**(Detrás de los bomberos**
Encinas	**5-8 PM**	**M/W**	**1/4-5/11**	**Old EMS Bldg., Cando**
Encinas	**9 AM-12 PM**	**M/J**	**1/5-5/12**	**(Detrás de los bomberos**
Encinas	**9 AM-12 PM**	**T/Th**	**1/5-5/12**	**Old EMS Bldg., Cando**
Morales	**5:30-8:30 PM**	**M/J**	**1/5-5/12**	**Escula Primaria Star,** Salón 21
Morales	**5:30-8:30 PM**	**T/Th**	**1/5-5/12**	**Star Elementary School, Room 21**

MONTGOMERY COUNTY HIGH SCHOOL SENIORS

You have an automatic scholarship to

Montgomery Community College

Through the Montgomery Scholars Program, all Montgomery County high school seniors who apply to Montgomery Community College the fall semester of the year of high school graduation are eligible for a scholarship that will follow them through the completion of their program of study.

Scholarship amounts are based on number of eligible applicants. Contact the MCC Foundation Office at 910-576-6222, extension 209 for details.

Fighting Fires Pays Dividends for Forestry Grad

"We live or camp out close to the fire. They would fly us in and drop us off, then every three days they would drop off supplies. Out there, the US Forest Service or Bureau of Land Management would come out with shotguns to protect our camp from bears."

Jason Haywood is an Assistant County Ranger for the N.C. Forest Service in Montgomery County. He graduated from MCC's Forest Management Technology program in 1999. His job isn't always exciting – but it is when he wants it to be.

Haywood volunteers to fight fires across the country. He still gets paid, but fighting fires anywhere but in the Southeast is strictly voluntary.

In June, he went to Alaska to fight a fire east of Fairbanks. It turns out the fire wasn't the most present danger - it was the wildlife.

"There was so much wilderness, we protected structures and homes, but for the most part, we just let [the fire] burn. We were more concerned about bears than we were about the fire," Haywood said.

In late August, Haywood traveled to Elk City, Idaho to fight a complex, or grouping of fires, that were consuming about 84,000 acres, most of which were in the Nez Perce National Forest.

"When I got there, we were assigned to the Baldy fire, which contained one of the Nez Perce's sacred areas," Haywood said. "We were very limited to what we could do with the fire lines because of the archaeological activity that's conducted there."

It turns out that fighting wildland fires can be very complex. It also requires a great deal of training, which Haywood gets through MCC's Prescribed Fire Training Center.

Haywood started working for Jimmy Ward Hardwoods the semester before he graduated from MCC. When the Forest Service job opened up in 2002, he applied and got the job.

FAIRBANKS
Daily News-Miner
Wildfires still growing
Fires threaten Tanana
Jason Haywood
MCC Forestry class of '99
Firefighting resources are getting spread thin

During his first years with the Forest Service there were a lot of hurricanes and he was frequently sent to help support FEMA efforts with cleanup. He got the fire bug about his second year working with the Forest Service.

"My first fire was in Washington State in the Okanogan-Wanachee National Forest on a hand crew. I had a good experience and I was hooked," Haywood said.

Haywood said it's not unusual to have two or three MCC graduates on his crew when he goes out to a fire. "There are probably that many more on other crews," he said. Haywood also works with two other MCC graduates at the N.C. Forest Service in Montgomery County.

Haywood has been to about ten fires in 13 years. He likes it, he says, because "It pays the bills."

Apprentices Earn First Certification

Brian Moore

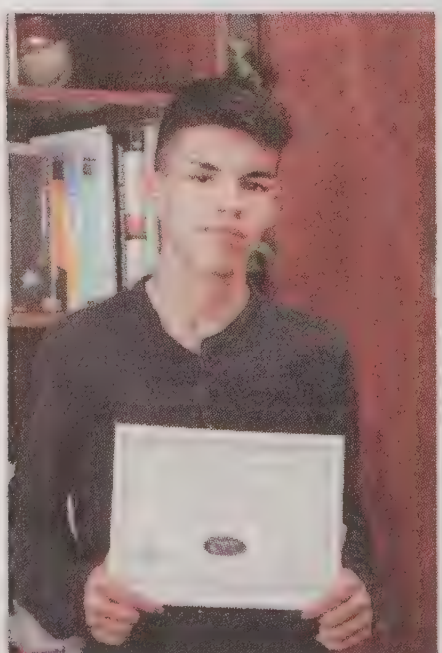
Brian Moore and Francisco Salazar, apprentices with the Apprenticeship Montgomery program, earned their Certified Production Technician (CPT) credential this fall at Montgomery Community College. The CPT is the first step in a five-year program that will eventually result in a degree in industrial systems; a NC Career Readiness Certificate; a certificate in electrical systems; 8000 hours of paid, on-the-job training; and a full-time job with the company where they apprenticed.

A CPT is awarded by the Manufacturing Skill Standards Council (MSSC) to individuals who successfully complete the four critical production functions exams. The functions are: Manufacturing Processes and Production; Safety; Quality Practices & Measurement; and Maintenance Awareness. The apprentices worked for a year towards this important certification.

Moore and Salazar entered the program together in the summer of 2014. At that time, Salazar was a rising junior at East Montgomery High School and Moore was a rising senior at West. Soon after Moore graduated, he began working full-time at his apprenticeship site, Jordan Lumber, where he works doing maintenance.

"I do a lot of welding, changing belts, things like that," Moore said. Moore has worked on his own since he turned 18. Salazar, on the other hand, is eagerly anticipating that milestone.

"I turn 18 on December 14. After that, I get to do more. I don't know what that will be yet," Salazar said. On second shift at Grede Foundry, Salazar initiates and completes work orders which involves determining the nature of a problem and scheduling the maintenance or repair that is needed. He looks forward to more hands-on experience once he's of age.



Francisco Salazar

Both students agree that the work/school schedule is full and demanding. Salazar works 20 hours a week and takes at least 7½ hours of classes, depending on how many hours he spends in his welding class.

Moore gets up at 3:00 a.m. and heads to Jordan Lumber to work until 6:30 a.m. He drives to MCC twice a week for welding until 11:00 a.m. Then he heads back to Jordan to work until 5:00 p.m. On Tuesdays he has a class from 3:00 – 3:50 p.m. The rest of his classes are online.

"The schedule is grueling, but I like the work," Moore says. "Sometimes I just don't feel like being here, but I always think about the goal, and I try and stay on top of it."

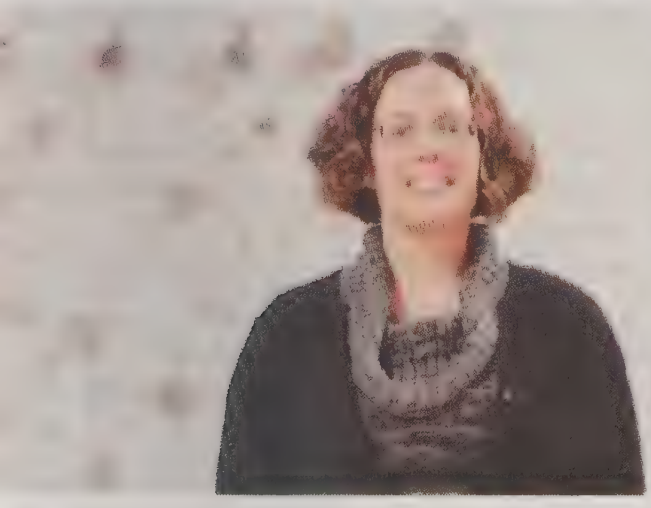
Moore says his employer is flexible with his schedule so he

an complete his schoolwork and still work as many hours as he wants.

alazar and Moore say they like working with their hands, figuring out how things work, and being n important part of making things work together. Both are goal oriented. They also appreciate the romise of a good job at a good wage when they finish the program.

Moore has this advice for any high school student considering the Apprenticeship Montgomery rogram: "Make sure you want to do this for the next five years. It's going to take a lot of commitment, ut you'll also make good money with a two-year degree. You're not going to get that anywhere else."

Quickbooks Class Nets New Job for Student



cella Voorhees, purchasing manager at Wet Dog Glass

Stella Voorhees is a self-starter. She needed a job but didn't have the QuickBooks skills that seemed to be required for every job that she was otherwise qualified for. What does a self-starter do when presented with that kind of challenge? She goes online to find a class at Montgomery Community College.

It sounds simple, and it was. Stella was not going to let a little thing like learning new software eep her from getting a new job.

About four years ago, Stella moved to North Carolina to be closer to her half-sister who had a new aby. Stella had previous experience as an account manager and got a job working in sales. When he company began reorganizing, Stella thought it wise to start looking for another job. That's hen she discovered that QuickBooks was going to be a requirement pretty much wherever she ent.

fter the first few weeks in her QuickBooks class at MCC, Stella had learned enough to give her he confidence to apply for a job opening at Wet Dog Glass in Star. Angela Bernard, co-owner of Vet Dog Glass, was impressed enough to hire Stella as their new purchasing manager. Now Stella urchases things with names like "marver," "refractory," and "glory hole."

We make the equipment that's needed to blow glass. Since we make everything from scratch I rder everything from screws, nuts, bolts, electrical, everything. The whole industry is new to me o it's a lot of fun," Stella said.

tella's use of the pronoun "we" is one of the reasons she's a great asset to Wet Dog Glass. lready she's a team player and considers her role as essential to building the custom equipment.

We're glad she took the QuickBooks class," said Eddie Bernard, co-owner of Wet Dog Glass. Stella's awesome."

New Restaurant Gets a Little Help from Friend

Tommy, Connie, Joey and Brett Haynes wanted to sta a restaurant in Biscoe. A retired minister from Lovejo United Methodist Church in Troy, Tommy is also well known as a very good cook. The Haynes planned to offer a buffet featuring barbecued pork, chicken, and variety of vegetables and desserts.

MCC Small Business Center Director, Richard Hinson, met the Haynes family in November, 2014 when they attended a small business seminar. They were workin on their business plan and asked Hinson for help.

Hinson helped the family with business planning, providing resources and contacts to manage financ legal, insurance and tax concerns. He also recommended a number of free small business seminars t help them get started.

Hinson didn't stop his support once the technicalities were covered. Since the restaurant was on his way to work, he checked out the progress as he passed by each day. After a few months' of renovatio he noticed Tommy's Barbecue House and Catering was open for business.

"My wife and I went in for lunch and Joey said they had been very busy since opening in January," Hinson said.

Three months after they opened, Tommy was severely injured in an automobile accident which put him in the hospital in critical condition. It was a blow to the fledgling business and Hinson wondered whether it could survive.

Weeks earlier, Tommy's Barbecue House and Catering had been contracted by Hinson to cater a meeting that would take place later that month. Hinson called Joey to find out if he should make oth arrangements and to learn how Tommy was doing.

"Joey surprised me by saying that they'd still be catering the event," Hinson said. "It turns out that a group from Tommy's church had volunteered to work for free so they could keep their business open The family was extremely grateful that the church was going to help them during this crisis."

A few weeks later, Hinson and his wife ate supper at the restaurant.

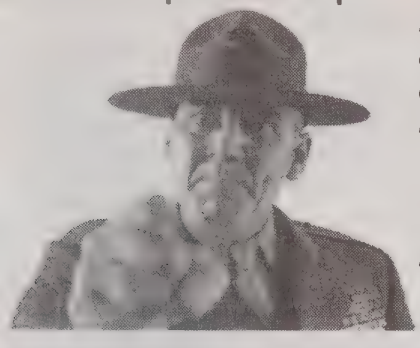
"I visited with Joey and Brett to discuss how their business was doing and to check on Tommy's recovery," Hinson said. Joey stated that Tommy still had trouble walking and would not be able to return to work for awhile. However, Tommy's Barbeque and Catering was doing fine due to a little he from their friends at Lovejoy United Methodist Church.

(Editor's note: *Tommy Haynes has been able to return to work on a limited basis, allowing his wife to return to work as well. Lovejoy UMC members continue to help the family at the restaurant.*)

Small Business Center

The Small Business Center is a resource provided by the State of North Carolina and Montgome Community College to help small businesses succeed. We provide confidential business counseling services, business skills seminars and access to vital resources and information, all free of charge. Advance registration for Small Business Center Seminars is recommended. To make an appointment for counseling services, for more information, or to register for seminars, please contact Richard Hinson at 910-576-6222, extension 216, or at hinsonr@montgomery.edu For seminar locations, please inquire at registration or visit the Small Business Center website a www.montgomery.edu/small-business-center.html. To register online for any of these seminars, visit www.ncsbc.net, select Contact Your Local SBC, then select Montgomery County on the map All Small Business Center Seminars are free of charge.

Boot Camp for Entrepreneurs



Basic training for present and prospective business owners. Attend one seminar from each of these seven core entrepreneurship topics to complete Boot Camp for Entrepreneurs.

How to Start a Business	**6-9 PM**	**TH**	**2/25**	**Steve Carver**
How to Start a Business	**6-9 PM**	**T**	**3/15**	**Mike Bowyer**
ABCs of Starting a Business	**6-9 PM**	**W**	**3/30**	**Mike Collins**

Learn the basics required to start your own business with minimum risk and limited investment. Analyze potential opportunities to use your skills and resources to start a business. Learn the importance of developing a written business plan before starting your business venture.

Do-it-Yourself Accounting for Business Owners	**1:30-4:30 PM**	**W**	**2/17**	**M Blankenship**
Do I Really Need a Bookkeeper?	**6-9 PM**	**T**	**4/12**	**Mike Bowyer**

This seminar will provide entrepreneurs with a basic understanding of business accounting procedures and reports. Learn how to manage money and track expenses. Learn what documents to keep and for how long. Learn how the bank uses your financial reports to determine future funding. Learn how to manage your cash flow to make better business decisions.

Generating a Solid Customer Base	**6-9 PM**	**TH**	**3/3**	**Steve Carver**
How to Find Your Customers	**6-9 PM**	**T**	**4/5**	**Mike Bowyer**

Learn how to conduct market research to identify your potential customers. Learn how to evaluate the potential success of your business in your present location. Learn valuable strategies for earning the trust of a customer.

Financing Your Small Business	**6-9 PM**	**T**	**3/22**	**Mike Bowyer**

Financing continues to be a challenge for many small business start-ups. Questions range from "Who will give me money for my business idea and what do they need from me?" to "How will this business make money and will it be enough to pay back a loan or attract an investor?" Get to the heart of business financing in this seminar that answers your questions. Explore different types of funding sources and learn how to choose the right one for your needs. Discover the keys to financing success.

Writing a Business Plan	**6-9 PM**	**T**	**3/29**	**Mike Bowyer**

Do you *really* want to take the risk of starting a business before figuring out whether or not it will work? Starting a business is too important a life decision to make without a plan of action. Learn how to turn your ideas into a solid business plan. Discover how marketing, operations and finances are interrelated, and how all the pieces fit together to be used by potential lenders. Lay the foundation for long-term success with an effective business plan.

Marketing Your Business	**6-9 PM**	**TH**	**3/31**	**Steve Carver**
Marketing Your Business	**6-9 PM**	**T**	**4/26**	**Mike Bowyer**

Marketing to the 21st century consumer is more dynamic and challenging than ever. Discover how to use the many marketing tools available. Gain insight to understand and reach your customer, analyze your industry and business environment, and differentiate between branding, advertising and grassroots marketing techniques. Explore the components of an effective marketing plan in this comprehensive seminar.

Your Small Business Taxes	**6-9 PM**	**T**	**4/19**	**Mike Bowyer**

Gain a solid understanding of taxes required for small business owners and develop the best tax strategy for your business. Become familiar with the latest tax forms and procedures for both state and federal taxes. Discover how everyday business decisions can have tax implications that can affect your bottom line.

Small Business Center (910) 576-6222, ext. 216

Entrepreneurship

So You Think You Want to Start a Business **6-9 PM** **T** **2/16** **Bob Moore**
Do you have the personality, adaptability, drive, determination, or resources to start your own business? In this seminar, participants will honestly assess themselves to discover their entrepreneurial strengths and weaknesses. Then, they will be given the opportunity to present their business idea and examine its feasibility. Not for the faint-hearted, this seminar will take a realistic look at self-employment and what it *really* takes to succeed.

Top 20 Businesses to Start in 2016 **6-9 PM** **TH** **2/18** **Steve Carver**
Do you want to start a business? What kind of business should you start? An entrepreneur can catch analysis paralysis conducting extensive research to determine the answer to this question. Look at over 500 different types of businesses in order to help you identify the one that is right for you. Determine the business type that is compatible with your experience, resources, and investment capital.

Starting a Non-Profit Organization **6-9 PM** **W** **3/16** **Marla Coulthard**
This seminar will take you step-by-step through the process of starting a non-profit organization, at both the state and federal levels. Participants will receive a customized checklist to ensure that applications are complete.

Starting a Café, Coffee House, or Bakery **6-9 PM** **TH** **3/17** **Steve Carver**
Learn how to resolve important issues such as leases, equipment, licensing permits, health department inspections, menu selections, and more. Learn how to establish fair portion sizes and fair prices while providing excellent customer service to keep your customers coming back.

How to Make Money with a Worm Farm Business **1:30-4:30 PM** **TH** **3/31** **Steve Little**
Learn the basics of raising, harvesting, marketing, selling, and shipping worms and worm products locally and on the internet. Steve Little operates a successful worm farm business in Lexington. He will display examples of his products and explain the best practices for starting your own successful worm farm business.

Financial and Legal Considerations for Business

Legal Considerations for Small Business Owners **6-9 PM** **TBA** **TBA** **Harry Fisher**
Learn the advantages and disadvantages of the basic types of business structures. Learn how much legal protection you need to conduct business, how to design a basic contract to ensure that you will receive prompt payment for your products or services and evaluate the basic legal needs of your small business through open discussion with an experienced attorney.

Legalities of Major Life Issues: What's at Stake for Business Owners **6-9 PM** **TBA** **TBA** **Harry Fisher**
Learn how having basic legal documents in place, such as Power of Attorney, Healthcare Power of Attorney, Living Will, Key Person Insurance, Testamentary Will, Trust for Minor Children and Business Agreements as to Death or Withdrawal can protect you from financial disaster. Evaluate your basic legal needs through open discussion with an experienced attorney.

How to Raise Your Credit Score to 740 Points **6-9 PM** **W** **2/24** **Bob Moore**
Increase your credit score significantly within 60 days simply by the way you use your credit cards, treat inquiries, make payments and carry balances. Learn how to read a credit report and what factors are used in calculating your FICO or Beacon Score which not only determines whether you can obtain credit, but may also determine interest rates and other costs.

Record Keeping Options for Business Owners 1:30-4:30 PM W 3/23 M Blankenship
This seminar will demonstrate different record keeping options available to business owners. Determine which system works best for your business and learn best practices for using that option. Resources for record keeping support will be provided. Individuals are encouraged to bring a flash drive for digital storage of resources.

A Quick Look at QuickBooks for Small Business 1:30-4:30 PM W 4/27 M Blankenship
Learn how QuickBooks accounting software can help you maintain accurate records of the financial transactions of your business. This seminar will demonstrate how basic income and expense transactions are processed using QuickBooks and how these records can be used to quickly generate accurate financial reports for your business.

Financing Options for Your New Business 6-9 PM T 3/1 Marla Coulthard
Are you looking for money to start or expand a business? You have a lot of options from the Small Business Administration (SBA) including Crowdfunding. Learn about the different agencies that help businesses in rural areas. Learn the importance of a business plan. Participants will take home a workbook full of resources.

Marketing Strategies for Business

Dynamite Marketing on a Firecracker Budget 6-9 PM W 4/27 Mike Collins
Learn how to market your business economically with a low-cost marketing plan. Learn how to find new customers and keep existing customers by utilizing these marketing techniques. Learn what marketing strategies will generate the most profits for your business.

Creative (and Cheap!) Marketing 6-9 PM TH 4/14 Emily Ballance
Learn new, inexpensive and creative ways to market your business. Find out how to overcome common obstacles that may be holding you back. Bring your business cards if you have some, but don't worry if you don't. You'll leave with new ideas to grow your business, increase your visibility and connect with your community.

Marketing Your Art or Craft 6-9 PM T 2/23 Marla Coulthard
Learn how to develop a workable set of goals, objectives and strategies to create a truly memorable brand that authentically represents you and your art or craft. Learn how to successfully promote your art. Learn how to create a faithful following to generate growth in sales and income.

Strategic Selling 6-9 PM W 3/2 Lisa Mashburn
Discover how to use a strength-based approach to build a successful customer partnership. Examine ways to integrate sales into everyday activities. Learn how to use a variety of sales techniques to attract new customers and expand your business.

Online Marketing Strategies

Setting Up a Business Website 6-9 PM W 4/13 Teresa Broadway
Participants will be guided through the process of developing a business website including the concepts of effectively marketing their products or services online. Learn how to set up a shopping cart and learn about different payment processors. Explore principles of search engine optimization to generate more traffic to your website.

Facebook Marketing 6-9 PM W 4/20 Teresa Broadway
Internet marketing expert Teresa Broadway will set up a Facebook page and demonstrate the basics of establishing the identity of your business, listing your products or services and providing potential customers with an opportunity to place orders and make payments. Learn how Facebook marketing can help your business generate sales.

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Social Media Marketing Strategies **6-9 PM** **W** **5/25** **Teresa Broadway**
Learn the latest strategies to attract more customers and increase your sales with less expense through the power of social media. Learn how to connect with customers and prospects, generate more leads and be perceived as an expert in your field. Discover methods to create a following with Twitter, Facebook, YouTube and other social media sites that will have people talking about your business.

How to Start an E-Commerce Store **6-9 PM** **T** **5/31** **Teresa Broadway**
Learn how to expand your market by opening online stores or selling your products through Amazon or other online channels. Evaluate strategies for developing your e-commerce budget, examine the legal aspects of operating an e-commerce store and discover ways to streamline and automate your online order processing procedures.

Starting Your Business on eBay:
Basics of Selling **6-9 PM** **T** **5/3** **Nick Hawks**
This seminar is designed for entrepreneurs wanting to make eBay a primary business tool. During this session, learn best practices to use when setting up an account, listing items for sale, taking payments and shipping. Topics include eBay appraisals and research, registering on eBay and starting a seller's account, choosing formats and categories, writing descriptions that sell, submitting photos, analyzing feedback, using PayPal, shipping tips and pricing philosophies that will make you an eBay top rated seller! Nick Hawks is an education specialist trained by eBay with a diverse background in business administration and 20 years of experience selling on eBay.

Building Your Business on eBay:
Beyond the Basics **6-9 PM** **T** **5/10** **Nick Hawks**
This seminar is designed for business owners and entrepreneurs who are already selling on eBay who want to establish a continuous retail presence on eBay. Topics include starting and growing an eBay business, finding merchandise to sell, creating professional listings that can really generate sales, marketing your business on eBay, managing active listings effectively, resolving issues and feedback and protecting your eBay business. Learn valuable tricks of the trade that you have to know to become an eBay Power Seller. Nick Hawks is an education specialist trained by eBay with a diverse background in business administration and 20 years of experience selling on eBay.

Establishing Your eBay Store
eBay Website Marketing **6-9 PM** **T** **5/17** **Nick Hawks**
This seminar is designed for business owners and entrepreneurs who are ready to become eBay Store owners. During this session, learn how to start, brand and optimize your eBay Store website. Learn how to market your eBay Store more effectively with e-mail newsletters, traffic reports and the markdown manager sales tool. Learn how to use the Quick Store Tune-Up feature and Manage My Store page to customize your eBay Store. Learn valuable tips for search engine optimization that can bring more internet shoppers to your eBay Store. Nick Hawks is an education specialist trained by eBay with a diverse background in business administration and 20 years of experience selling on eBay.

Selling Items on eBay with
Your Mobile Device **6-9 PM** **T** **5/24** **Nick Hawks**
The eBay apps for iPhone, iPad, Android, Windows Phone, Windows 8 and BlackBerry let you create a listing with a simple form. The eBay apps are synchronized to the eBay website, making it easy to move between your home computer and your mobile device when creating a listing. Learn how to research sales trends and complete listings for an appraisal of your item, take pictures with your mobile device and add them to your listing, scan your item's barcode to add product details that are in eBay's catalog automatically, finish a listing you started previously, either on your mobile device or on your home computer, predefine and save your listing preferences like handling time and return policy, use the Sell one like this feature to auto-fill some of your item details, accept PayPal as a payment method, track your active listings, relist items, provide tracking information to buyers and respond to questions right away.

Best Practices for Business

Grant Writing for Non-Profits and Government Agencies **6-9 PM** **W** **3/23** **Marla Coulthard**
Millions of government, foundation and corporate dollars are available to help non-profit organizations, local governments and agencies finance projects for their communities. Learn how to tap into these dollars in 3 comprehensive steps. Participants will receive a workbook containing a list of funding resources.

Advanced Negotiating and Forecasting *$kill$* **6-9 PM** **TH** **3/24** **Steve Carver**
Learn how to use negotiating tactics involving body language, facial expressions, tone of voice and silence to obtain *more favorable prices to increase your profits*. Learn how professional forecasting strategies can generate more inventory turns and improve your cash flow. Learn how highly successful seasonal product promotions can increase the profits of your business.

15 Mistakes That Will Undermine Your Business **6-9 PM** **TH** **4/7** **Bob Moore**
Examine the 15 most common mistakes that can undermine a small business and learn how you can avoid making these serious mistakes. This seminar will help participants develop a legal, profitable and viable business and improve chances for long-term success.

It's No Secret: Great Customer Service Gets the Sales **1:30-4:30 PM** **TH** **4/14** **Emily Ballance**
Examine some of the typical reasons that customers leave and what you can do to prevent it from happening. Evaluate customer service from different perspectives and share stories concerning examples of how customer service can impact a small business – the good, the bad and the ugly.

Why Successful Businesses ARE Successful **6-9 PM** **TH** **4/21** **Bob Moore**
After researching hundreds of small businesses in North Carolina, South Carolina and Virginia for the past ten years, Bob Moore created this seminar which reveals common traits that successful small businesses possess. These businesses have shown growth and have produced handsome profits for their owners. Create your own success story with the secrets shared in this seminar.

You've Been Promoted! Now What? **1:30-4:30 PM** **TBA** **TBA** **Breon Allen**
Many business owners supervise employees without any management training, or they promote supervisors from the production floor or office pool without supervisory training. This seminar will provide participants with the basic techniques to be effective supervisors. Learn important management principles including effective communication and conflict resolution.

Get Ready to Communicate! 1:30-4:30 PM TBA TBA Breon Allen
Are you ready to put to use some of the most powerful business tools an entrepreneur can possess? Discover how to communicate more effectively to improve employee relations, customer service, and business potential. Learn valuable tips for better written and verbal, face-to-face, and group communication.

Conflict Resolution **1:30-4:30 PM** **TBA** **TBA** **Breon Allen**
What's your conflict resolution strategy? Avoidance? Attack mode? Sick leave? Denial? Learn how to identify the basic cause of conflict and focus on preventing it from disrupting the business environment. Examine the steps to move forward toward successful conflict resolution and use the experience to enhance your business environment and improve your business relationships.

How to Make Time **1:30-4:30 PM** **TBA** **TBA** **Breon Allen**
Discover how developing effective goal, time and stress management skills can result in greater productivity, improved results and *reduced stress*. Learn the keys to effective goal setting and how to manage and minimize the stress that comes with time restrictions and multiple tasks.

New Student Information

If you have never attended Montgomery Community College, you may follow these steps to help you get started on a degree, diploma or certificate:

1. Submit an online admission application available at www.montgomery.edu/students/admissions.html. Paper applications are available upon request by calling 920-576-6222, extension 600, or by visiting campus.
2. Request official high school, GED® or equivalency, and college transcripts.
3. Take the placement test. Visit www.montgomery.edu and click on "Students" and "Testing" for a schedule of test sessions.
4. Apply for financial aid (if desired). Visit www.montgomery.edu and click on "Students" and "Financial Aid" for a step-by-step application.

For non-credit classes, see Continuing Education Registration on page 4.

Registration

Late registration: January 6, 9:00 AM - 12:00 noon & 4 PM - 7:00 PM

Submit your application *now* for Spring term!

Academic Calendar

Spring Semester 2016

January 6 ..... Late registration

January 11 ..... Classes begin

January 18 ..... Martin Luther King Jr. Holiday

January 21 ..... Last day for partial tuition refund

March 7 ..... Mid-term

March 8 ..... 2nd 8-week session begins

March 14 - 25 ..... Advising for Summer Session (current students)

March 26 - April 1 ..... Easter Holiday/Spring Break

April 1 ..... Financial Aid priority deadline for Summer Session

April 4 - 15 ..... Summer registration by appointment (new students)

April 11 ..... Last day to drop a course with a "W"

May 9 ..... Term ends

May 11 ..... Graduation

Curriculum Schedule of Classes

Section Key: 01-03 Day, 50-52 Evening, 90 Weekend, TBA To Be Announced, LL Learning Lab, W Online, H Highway Room, C Hybrid

Course #	Section	Course Title	Credits	Instructor	Room	Days	Time
ACA-115	01R	Success & Study Skills	1	Beverly	217	MW	08:45A-09:20A
ACA-115	02R	Success & Study Skills	1	Hopkins	217	T	04:00P-05:15P
ACA-115	03R	Success & Study Skills	1	Beverly	217	T	2:00P-03:15P
ACA-115	50R	Success & Study Skills	1	Hopkins	217	T	05:30P-06:45P
ACA-115	W1	Success & Study Skills	1	Beverly	ONLINE		
ACA-115	W2	Success & Study Skills	1	Beverly	ONLINE		
ACA-122	01R8A	College Transfer Success (1st 8 weeks)	1	Nelson	230	TTH	08:30A-09:20A
ACA-122	W18B	College Transfer Success (2nd 8 weeks)	1	Nelson	ONLINE		
*ACC-121	01	Principles of Managerial Acct	4	Berry	217	MW	11:45A-02:00P
*ACC-121	50	Principles of Managerial Acct	4	Berry	217		05:30P-07:45P
*ACC-121	W1	Principles of Managerial Acct	4	Berry	ONLINE		
ACC-129	W1	Individual Income Taxes	3	Berry	ONLINE		
*ACC-140	W1	Payroll Accounting	2	Thomas	ONLINE		
*ACC-150	W1	Accounting Software Apps	2	Thomas	ONLINE		
AHR-112	018A	Heating Technology (1st 8 weeks)	4	Hinson	166/168	MTW	08:00A-11:50A
AHR-112	50	Heating Technology (12 week session; ends 4/11)	4	Whitley	166/168	MW	05:00P-08:50P
AHR-114	018B	Heat Pump Technology (2nd 8 weeks)	4	Hinson	166/168	MTW	08:00A-11:50A
AHR-114AB	504D	Heat Pump Technology (4th 4 weeks; starts 4/13)	2	Whitley	166/168	MW	05:00P-08:50P
*AHR-133	01	HVAC Servicing	4	Hinson	166/168	TH	08:00A-04:20P
AHR-151	01	HVAC Duct Systems I	2	Hinson	166/168	MW	01:00P-02:50P
AHR-180	01	HVACR Customer Relations	1	Hinson	166/168	M	03:00P-03:50P
AHR-213	W1	HVACR Building Code	2	Hinson	ONLINE		
ART-111	W1	Art Appreciation	3	McClanahan	ONLINE		
BIO-111	01	General Biology I	4	TBA	101	MW	09:30A-10:45A
						F	08:30A-11:20A
*BIO-112	W1	General Biology II	4	Bunting	ONLINE		
*BIO-165	01	Anatomy & Physiology I	4	TBA	102	MW	11:00A-12:15P
						TH	11:00A-01:50
*BIO-165	50R	Anatomy & Physiology I	4	TBA	101	TH	05:30P-08:20P
*BIO-165	W1	Anatomy & Physiology I	4	Bunting	ONLINE		
*BIO-166	01	Anatomy & Physiology II	4	Bunting	101	MW	11:00A-12:15P
						TH	11:00A-01:50P
*BIO-166	01RH	Anatomy & Physiology II (high school only; starts 1/19)	4	TBA	EMHS	TBA	TBA
*BIO-166	02	Anatomy & Physiology II	4	Bunting	101	MW	11:00A-12:15P
						W	02:00P-04:50P
*BIO-166	02RH	Anatomy & Physiology II (high school only; starts 1/19)	4	TBA	EMHS	TBA	TBA
*BIO-166	50R	Anatomy & Physiology II	4	TBA	102	TH	05:30P-08:20P
*BIO-166	W1	Anatomy & Physiology II	4	TBA	ONLINE		
*BIO-275	01R	Microbiology	4	TBA	102	TH	03:00P-04:50P
BUS-115	01	Business Law I	3	TBA	226	TTH	08:00A-09:15A
BUS-115	W1	Business Law I	3	TBA	ONLINE		
BUS-121	01	Business Math	3	Collins	141	MW	01:30P-03:20P
BUS-121	W1	Business Math	3	Collins	ONLINE		
BUS-153	W1	Human Resource Management	3	Collins	ONLINE		
*BUS-225	01	Business Finance	3	Collins	236	TTH	01:45P-03:45P
*BUS-225	W1	Business Finance	3	Collins	ONLINE		

* Prerequisite course(s) required. + Corequisite course(s) required.

PLEASE NOTE: High school students are ineligible to take courses in which the course number begins with "0." (Example: ENG 080)

Curriculum Schedule of Classes

Section Key: 01-03 Day, 50-52 Evening, 90 Weekend, TBA To Be Announced, LL Learning Lab, W Online, H Highway Room, C Hybrid

Course #	Section	Course Title	Credits	Instructor	Room	Days	Time
BUS-230	W1	Small Business Management	3	Collins	ONLINE		
*BUS-260	01	Business Communication	3	Collins	217	TTH	9:00A-10:15A
*BUS-260	W1	Business Communication	3	Collins	ONLINE		
BUS-280	01	REAL Small Business	4	Berry	141	TTH	01:45P-03:35P
BUS-280	W1	REAL Small Business	4	Berry	ONLINE		
CET-211	01	Computer Upgrade/Repair II	3	Mabry	142	MW	01:00P-03:15P
*CHM-152	W1	General Chemistry II	4	Rowan-Cabarrus	ONLINE		
CIS-110	01	Intro to Computers	3	Mabry	141	TTH	08:00A-09:50A
CIS-110	W1	Intro to Computers	3	Mabry	ONLINE		
CIS-110	W18B	Intro to Computers (2nd 8 weeks)	3	Karras	ONLINE		
CIS-110	W1H	Intro to Computers (high school only; starts 1/19)	3	Karras	ONLINE		
CIS-110	W2	Intro to Computers	3	Mabry	ONLINE		
CIS-110	W2H	Intro to Computers (high school only; starts 1/19)	3	Karras	ONLINE		
CIS-110	W3H	Intro to Computers (high school only; starts 1/19)	3	Karras	ONLINE		
CIS-110	W4H	Intro to Computers (high school only; starts 1/19)	3	Mabry/Glass	ONLINE		
CIS-111	01	Basic PC Literacy	2	Fagan	216	TTH	08:00A-09:20A
CIS-111	02	Basic PC Literacy	2	Fagan	216	T	01:00P-03:50P
CIS-111	50	Basic PC Literacy	2	Glass	216	T	05:30P-08:20P
CIS-111	W1	Basic PC Literacy	2	Glass	ONLINE		
CIS-111	W18B	Basic PC Literacy (2nd 8 weeks)	2	Blake	ONLINE		
CIS-111	W2	Basic PC Literacy	2	Blake	ONLINE		
CJC-113	01	Juvenile Justice	3	Wyrick	512	MW	11:30A-12:50P
CJC-113	W1	Juvenile Justice 15 weeks; starts 1/19	3	Wyrick	ONLINE		
CJC-120	01	Interviews/Interrogations	2	Wyrick	512	F	08:00A-10:50A
CJC-120	W1	Interviews/Interrogations 15 weeks; starts 1/19	2	Wyrick	ONLINE		
CJC-121	01	Law Enforcement Operations	3	Wyrick	512	MW	10:00A-11:20A
CJC-121	W1	Law Enforcement Operations 15 weeks; starts 1/19	3	Wyrick	ONLINE		
CJC-131	01	Criminal Law	3	Wyrick	512	TTH	11:00A-12:20P
CJC-131	W1	Criminal Law 15 weeks; starts 1/19	3	Wyrick	ONLINE		
CJC-132	01	Court Procedure & Evidence	3	Wright	512	MW	03:00P-04:20P
CJC-132	W1	Court Procedure & Evidence 15 weeks; starts 1/19	3	Wyrick	ONLINE		
CJC-160	01	Terrorism: Underlying Issues	3	Wright	512	MW	01:30P-02:50P
CJC-160	W1	Terrorism: Underlying Issues 15 weeks; starts 1/19	3	Eury	ONLINE		
CJC-214	01	Victimology	3	Wright	512	TTH	02:00P-03:20P
CJC-214	W1	Victimology 15 weeks; starts 1/19	3	Eury	ONLINE		
CTS-115	W1	Info Systems Business Concepts	3	Mabry	ONLINE		
*CTS-130	01	Spreadsheet	3	Glass	141	MW	08:00A-09:50A
*CTS-130	W1	Spreadsheet	3	Glass	ONLINE		
DBA-110	01	Database Concepts	3	Mabry	216	MW	10:15A-12:30P
DDT-110	W18A	Developmental Disabilities (1st 8 weeks)	3	Nicholson	ONLINE		
*DDT-120	W18B	Teaching Developmental Disabled (2nd 8 weeks)	3	Nicholson	ONLINE		

Section Key: 01-03 Day, 50-52 Evening, 90 Weekend, TBA To Be Announced, LL Learning Lab, W Online, H Highway Room, C Hybrid

Course #	Section	Course Title	Credits	Instructor	Room	Days	Time
*DDT-210	W18B	DDT Health Issues (2nd 8 weeks)	3	Nicholson	ONLINE		
DDT-220	W18A	Program Planning Process (1st 8 weeks)	3	Nicholson	ONLINE		
DEN-103	018A	Dental Sciences (1st 8 weeks)	2	McAllister	154/175	TH	09:00A-1:20P
DEN-104	018A	Dental Health Education (1st 8 weeks)	3	McAllister	154/175	M	10:30A-03:20P
						T	09:00A-01:20P
DEN-104	028A	Dental Health Education (1st 8 weeks)	3	McAllister	154/175	M	10:30A-03:20P
						W	09:00A-01:20P
DEN-106	018B	Clinical Practice I (2nd 8 weeks)	5	McAllister	154/175	M	10:00A-11:50A
						TWTH	08:00A-05:00P
DEN-112	01	Dental Radiography	3	McAllister	154/175	M	08:00A-09:50A
						F	09:00A-11:50A
DEN-112	02	Dental Radiography	3	McAllister	154/175	M	08:00A-09:50A
						F	01:00P-03:50P
DMA-010	01R	Operations with Integers	1	Klass/Hendrix	218	M	11:00A-11:50A
DMA-010	02R	Operations with Integers	1	Klass/Hendrix	218	T	09:00A-09:50A
DMA-010	03R	Operations with Integers	1	Klass/Hendrix	218	T	03:00P-03:50P
DMA-010	LL	Operations With Integers	1	Klass/Hendrix	218	M-TH	09:00A-07:00P
						F	09:00A-02:00P
*DMA-020	LL	Fractions and Decimals	1	Klass/Hendrix	218	M-TH	09:00A-07:00P
						F	09:00A-02:00P
*DMA-030	01R	Proportions/Ratio/Rate/Percent	1	Klass/Hendrix	218	M	12:00P-12:50P
*DMA-030	02R	Proportions/Ratio/Rate/Percent	1	Klass/Hendrix	218	T	05:00P-05:50P
*DMA-030	LL	Proportion/Ratio/Rate/Percent	1	Klass/Hendrix	218	M-TH	09:00A-07:00P
						F	09:00A-02:00P
*DMA-040	01R	Expressions/Linear Equations/Inequalities	1	Klass/Hendrix	218	M	01:00P-01:50P
*DMA-040	02R	Expressions/Linear Equations/Inequalities	1	Klass/Hendrix	218	T	04:00P-04:50P
*DMA-040	LL	Expressions/Linear Equations/Inequalities	1	Klass/Hendrix	218	M-TH	09:00A-07:00P
						F	09:00A-02:00P
*DMA-050	01R	Graphs/Equations of Lines	1	Klass/Hendrix	218	M	04:00P-04:50P
*DMA-050	02R	Graphs/Equations of Lines	1	Klass/Hendrix	218	T	10:00A-10:50A
*DMA-050	03R	Graphs/Equations of Lines	1	Klass/Hendrix	218	T	06:00P-06:50P
*DMA-050	LL	Graphs/Equations of Lines	1	Klass/Hendrix	218	M-TH	09:00A-07:00P
						F	09:00A-02:00P
*DMA-060	LL	Polynomial/Quadratic Applications	1	Klass/Hendrix	218	M-TH	09:00A-07:00P
						F	09:00A-02:00P
*DMA-070	LL	Rational Expressions/Equations	1	Klass/Hendrix	218	M-TH	09:00A-07:00P
						F	09:00A-02:00P
*DMA-080	LL	Radical Expressions/Equations	1	Klass/Hendrix	218	M-TH	09:00A-07:00P
						F	09:00A-02:00P
DMS-002	01R	Developmental Math Shell 2	2	Klass/Hendrix	218	M	09:00A-09:50A
DMS-002	02R	Developmental Math Shell 2	2	Klass/Hendrix	218	M	02:00P-02:50P
DMS-002	03R	Developmental Math Shell 2	2	Klass/Hendrix	218	M	05:00P-05:50P
DMS-002	04R	Developmental Math Shell 2	2	Klass/Hendrix	218	T	11:00A-11:50A
DMS-002	05R	Developmental Math Shell 2	2	Klass/Hendrix	218	T	01:00P-01:50P
DMS-002	LL	Developmental Math Shell 2	2	Klass/Hendrix	218	M-TH	09:00A-07:00P
						F	09:00A-02:00P
DRE-096	01R8A	Integrated Reading & Writing (1st 8 weeks)	3	Beverly	218	MW	11:00A-12:15P

* Prerequisite course(s) required. + Corequisite course(s) required.

PLEASE NOTE: High school students are ineligible to take courses in which the course number begins with "0." (Example: ENG 080)

Curriculum Schedule of Classes

Section Key: 01-03 Day, 50-52 Evening, 90 Weekend, TBA To Be Announced, LL Learning Lab, W Online, H Highway Room, C Hybrid

Course #	Section	Course Title	Credits	Instructor	Room	Days	Time
DRE-096	01R8B	Integrated Reading & Writing (2nd 8 weeks)	3	Beverly	218	MW	11:00A-12:15P
DRE-096	50R8A	Integrated Reading & Writing (1st 8 weeks)	3	Beverly	218	M	05:30P-07:00P
DRE-096	50R8B	Integrated Reading & Writing (2nd 8 weeks)	3	Beverly	218	M	05:30P-07:00P
*DRE-097	01R8A	Integrated Reading & Writing II (1st 8 weeks)	3	Beverly	238	MTW TH	09:30A-10:45A 09:30A-10:50A
*DRE-097	50R8A	Integrated Reading & Writing II (1st 8 weeks)	3	Hopkins	216	MW	05:30P-07:20P
*DRE-098	01R8B	Integrated Reading & Writing III (2nd 8 weeks)	3	Beverly	238	MTW TH	09:30A-10:45A 09:30A-10:50A
*DRE-098	50R8B	Integrated Reading & Writing III (2nd 8 weeks)	3	Hopkins	216	MW	05:30P-07:20P
ECO-252	W1	Principles of Macroeconomics	3	Hatchett	ONLINE		
+EDU-131	W1	Child, Family, & Community	3	Greene	ONLINE		
+EDU-145	W1	Child Development II	3	Brown	ONLINE		
+EDU-151	W1	Creative Activities	3	Brown	ONLINE		
+EDU-153	W1	Health, Safety, & Nutrition	3	Brown	ONLINE		
*+EDU-221	W1	Children with Exceptionalities	3	Brown	ONLINE		
*+EDU-234	W1	Infants, Toddlers, & Twos	3	Ayers	ONLINE		
+EDU-251	50	Exploration Activities	3	Brown	136	TH	05:00P-07:40P
+EDU-251	W1	Exploration Activities	3	Brown	ONLINE		
*+EDU-262	W1	Early Childhood Administration II	3	Ayers	ONLINE		
+EDU-280	50	Language & Literacy Experiences	3	Brown	136	T	05:00P-07:40P
+EDU-280	W1	Language & Literacy Experiences	3	Brown	ONLINE		
+EDU-282	W1	Early Childhood Literature	3	Ayers	ONLINE		
*+EDU-284	W1	Early Childhood Capstone Practicum	4	Brown	ONLINE		
ELC-112BB	01	DC/AC Electricity	3	Cobb	500	MW	03:00P-05:20P
ELC-112BB	02	DC/AC Electricity	3	Cobb	500	F	12:30P-05:20P
ELC-112BB	50	DC/AC Electricity	3	Cobb	500	MW	06:00P-08:20P
ELC-113	01	Basic Wiring I	4	Cobb	500	TTH	8:00A-12:00P
ELC-117	01	Motors & Controls	4	Furr	500/505	MW	08:00A-12:00P
ELC-117	50	Motors & Controls	4	Furr	500	TTH	06:00P-09:50P
ELC-229	01	Applications Project	2	Furr	501	T	08:00A-11:50P
ELN-137	01	Electronic Devices & Circuits	5	Cobb	500	TTH	01:00P-04:20P
ELN-229	01	Industrial Electronics	4	Furr	501	TTH	12:30P-03:20P
*ENG-111	01	Writing & Inquiry	3	Jones	229	TTH	11:00A-12:15P
*ENG-111	02	Writing & Inquiry	3	Jones	229	TTH	12:30P-01:45P
*ENG-111	50R	Writing & Inquiry	3	Jones	229	M	05:30P-06:45P
*ENG-111	W1	Writing & Inquiry	3	TBA	ONLINE		
*ENG-111	W1H	Writing & Inquiry (high school only; starts 1/19)	3	Vance	ONLINE		
*ENG-112	01	Writing & Research in the Disciplines	3	Jones	229	TTH	09:30A-10:45A
*ENG-112	W1	Writing & Research in the Disciplines	3	Brumley	ONLINE		
*ENG-112	W1H	Writing & Research in the Disciplines (high school only; starts 1/19)	3	Brumley	ONLINE		
*ENG-112	W2	Writing & Research in the Disciplines	3	Brumley	ONLINE		
*ENG-114	01	Professional Research & Reporting	3	Britt	236	F	09:00A-11:50A
*ENG-114	02	Professional Research & Reporting	3	Britt	236	TTH	09:30A-10:45A
*ENG-114	50R	Professional Research & Reporting	3	Britt	236	M	05:30P-06:45P
*ENG-114	W1	Professional Research & Reporting	3	Britt	ONLINE		
*ENG-232	01	American Literature II	3	Jones	229	MW	12:30P-01:45P
FOR-123	01	Forest Botany	3	Thompson	604	MW	02:30P-04:55P

Curriculum Schedule of Classes

Section Key: 01-03 Day, 50-52 Evening, 90 Weekend, TBA To Be Announced, LL Learning Lab, W Online, H Highway Room, C Hybrid

Course #	Section	Course Title	Credits	Instructor	Room	Days	Time
FOR-172	01	Intro to Timber Harvest	3	Strong	605	T	08:30A-01:20P
FOR-172	02	Intro to Timber Harvest	3	Strong	605	TH	08:30A-01:20P
FOR-175	01	Wildlife/Environmental Studies	3	Thompson	604	TTH	11:00A-01:25P
FOR-215	01	Intro to GIS/GPS	3	Boothby	608	T	08:30A-01:20P
FOR-215	02	Intro to GIS/GPS	3	Boothby	608	TH	08:30A-01:20P
*FOR-232	01	Forest Mensuration	4	Thompson	604	MW	09:00A-12:50P
FOR-245	01	Forest Pesticides	3	Strong	605	MW	12:00P-02:25P
*FOR-271	01	Forest Management	3	Thompson	604	TTH	08:00A-10:25A
FOR-282	01	Forest Recreation	3	Strong	605	MW	09:00A-11:20A
GIS-121	W1	Georeferencing & Mapping	3	Lamonds	ONLINE		
GIS-215	W1	GIS Data Models	3	Lamonds	ONLINE		
GSM-125	01	Barrel Fitting/Alteration	6	Fagan	169A	MT	08:00A-03:00P
GSM-125	50	Barrel Fitting/Alteration	6	Fagan	169A	WTH	03:30P-10:00P
GSM-125	90	Barrel Fitting/Alteration	6	Coley	169A	F	05:00P-09:00P
						S	08:00A-03:50P
GSM-127	01	General Repair	6	Casey	169A	WTH	08:00A-03:00P
GSM-127	50	General Repair	6	Casey	169A	MT	03:30P-10:00P
GSM-227	01	Advanced Repair Technology	6	Mutarelli	156	MW	08:00A-03:00P
GSM-227	50	Advanced Repair Technology	6	Mutarelli	156	WTH	03:30P-10:00P
GSM-240	01	Modern Sporting Firearms	6	Dye	156	WTH	08:00A-03:00P
GSM-240	50	Modern Sporting Firearms	6	Dye	156	MT	03:30P-10:00P
HEA-110	W1	Personal Health/Wellness	3	Goforth	ONLINE		
HIS-111	W1	World Civilization I	3	Douglas	ONLINE		
HIS-112	01	World Civilization II	3	Edwards	226	TTH	11:00A-12:15P
HIS-112	W1	World Civilization II	3	Edwards	ONLINE		
HIS-132	01	American History II	3	Douglas	226	TTH	12:30P-01:45P
HSE-112	01	Group Process I	2	Frieary	513	M	09:00A-10:50A
						W	10:00A-10:50A
HSE-112	W1	Group Process I	2	Frieary	ONLINE		
HSE-123	01	Interviewing Techniques	3	Frieary	513	TTH	11:00A-12:50P
HSE-123	W1	Interviewing Techniques	3	Frieary	ONLINE		
HSE-210	01	Human Services Issues	2	Frieary	513	TTH	10:00A-10:50A
HSE-210	W1	Human Services Issues	2	Frieary	ONLINE		
HSE-227	W1	Children & Adolescents in Crisis	3	TBA	ONLINE		
HUM-110	01	Technology & Society	3	Ray	230	TTH	03:30P-04:45P
MAT-110	01	Math Measurement & Literacy	3	Zielsdorf	225	TTH	09:30A-11:20A
MAT-110	02	Math Measurement & Literacy	3	Klass	229	TTH	02:00P-03:50P
MAT-110	W1	Math Measurement & Literacy	3	Zielsdorf	ONLINE		
*MAT-121	01	Algebra/Trigonometry I	3	Klass	224	MW	12:30P-02:20P
MAT-143	01	Quantitative Literacy	3	Zielsdorf	225	MW	02:00P-03:50P
*MAT-171	01R	Precalculus Algebra	4	Zielsdorf	225	MTWTH	
11:30A-12:20P							
*MAT-172	01R	Precalculus Trigonometry	4	Zielsdorf	225	MW	09:30A-10:45A
						F	TBA
*MAT-271	IS	Calculus I	4	Klass	218	TBA	TBA
*MAT-272	IS	Calculus II	4	Klass	218	T	TBA
*MED-122	01R	Medical Terminology II	3	Beaman	HYBRID		
		(Final exam on campus; date/time TBA)					
MED-131	01	Administrative Office Procedures II	2	Beaman	139/140	M	01:15P-03:15P
						W	08:30A-09:20A
MED-140	01	Exam Room Procedures I	5	Caviness	139/140	MW	09:30A-10:45A
						TTH	09:30A-11:20A
MED-260	01	MED Clinical Externship	5	Caviness	Off campus	MW	09:00A-05:00P
						F	09:00A-12:00P

* Prerequisite course(s) required. + Corequisite course(s) required.

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Curriculum Schedule of Classes

Section Key: 01-03 Day, 50-52 Evening, 90 Weekend, TBA To Be Announced, LL Learning Lab, W Online, H Highway Room, C Hybrid

Course #	Section	Course Title	Credits	Instructor	Room	Days	Time
MED-262	01	Clinical Perspectives	1	Caviness	139/140	T	08:30A-09:20A
MED-264	01	Medical Assisting Overview	2	Caviness	139/140	T	11:30A-01:20P
MEG-111AB	90	Scroll Cutting & Design	5	Houser	156	S	08:00A-03:20P
MEG-115	50	Lettering & Calligraphy	3	Houser	156	F	05:00P-09:50P
MKT-223	50	Customer Service	3	Collins	236	T	05:15P-07:45P
MKT-223	W1	Customer Service	3	Collins	ONLINE		
MUS-110	W1	Music Appreciation	3	Chesnutt	ONLINE		
*NUR-102BB	01R8A	Practical Nursing II (1st 8 weeks)	6	Hancock, et. al.	228	T	09:00A-12:50P
					148/150	TH	09:00A-03:50P
					Clinical sites	THF	06:30A-01:20P
*NUR-102BB	02R8A	Practical Nursing II (1st 8 weeks)	6	Hancock, et. al.	228	T	09:00A-12:50P
					148/150	W	09:00A-03:50P
					Clinical sites	WTH	06:30A-01:20P
*NUR-102BB	50R8A	Practical Nursing II (1st 8 weeks)	6	Hancock, et. al.	148/150	T	06:00P-09:50P
					148/150	S	09:00A-03:50P
					Clinical sites	SorSU	06:30A-01:20P
*NUR-103	01R8B	Practical Nursing III (2nd 8 weeks)	9	Hancock, et. al.	228	T	09:00A-12:50P
					148/150	TH	08:00A-04:50P
					Clinical sites	F	06:30A-04:20P
*NUR-103	02R8B	Practical Nursing III (2nd 8 weeks)	9	Hancock, et. al.	228	T	09:00A-12:50P
					148/150	W	08:00A-04:50P
					Clinical sites	WTH	06:30A-04:20P
*NUR-103	50R8B	Practical Nursing III (2nd 8 weeks)	9	Hancock, et. al.	148/150	T	06:00P-09:50P
					148/150	S	08:00A-04:50P
					Clinical sites	SorSU	06:30A-04:20P
OST-130	W1	Comprehensive Keyboarding	3	Hudson	ONLINE		
OST-130	W18A	Comprehensive Keyboarding (1st 8 weeks)	3	Hudson	ONLINE		
*OST-134	W18B	Text Entry & Formatting (2nd 8 weeks)	3	Parsons	ONLINE		
OST-136	W18A	Word Processing (1st 8 weeks)	3	Kieliszek	ONLINE		
OST-184	W1	Records Management	3	Fagan	ONLINE		
OST-286	W1	Professional Development	3	Hudson	ONLINE		
*OST-289	W18B	Administrative Office Mgmt. (2nd 8 weeks)	3	Fagan	ONLINE		
PCC-114	01	Raku	2	Heywood	301	MW	02:30P-04:20P
*PCC-211	01	Decorative Pottery	8	Heywood	301	MTW	08:00A-02:20P
*PCI-264	01	Process Control with PLCs	4	Furr	505B	MW	01:15P-04:15P
*PED-118	01R	Weight Training II	1	Beaman	508	MW	11:35A-12:25P
*PHI-240	W1	Intro to Ethics	3	Lingle	ONLINE		
PMT-110	W1	Intro to Project Management	3	TBA	ONLINE		
PMT-111	W1	Project Mgmt. - Assessing Risk	3	TBA	ONLINE		
PMT-210	W1	Project Management Issues	3	TBA	ONLINE		
POL-120	01	American Government	3	Douglas	230	TTH	02:00P-03:15P
PSY-150	01	General Psychology	3	Nelson	230	TTH	09:30A-10:45A
PSY-150	W1	General Psychology	3	Nelson	ONLINE		
PSY-150	W1H	General Psychology (high school only; starts 1/19)	3	Raming	ONLINE		

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Course #	Section	Course Title	Credits	Instructor	Room	Days	Time
PSY-150	W2H	General Psychology (high school only; starts 1/19)	3	Raming	ONLINE		
*PSY-241	01	Developmental Psychology	3	Nelson	230	MW	11:00A-12:15P
*PSY-241	W1	Developmental Psychology	3	Raming	ONLINE		
*PSY-281	W1	Abnormal Psychology	3	Raming	ONLINE		
REL-111	01	Eastern Religions	3	Hancock	226	MW	03:30P-04:45P
REL-211	01	Intro to the Old Testament	3	Hancock	226	TTH	03:30P-04:45P
REL-211	W1	Intro to the Old Testament	3	Hancock	ONLINE		
REL-212	01	Intro to the New Testament	3	Hancock	226	TTH	02:00P-03:15P
REL-212	W1	Intro to the New Testament	3	Hancock	ONLINE		
REL-221	W1	Religion in America	3	Hancock	ONLINE		
SAB-110	W1	Substance Abuse Overview	3	TBA	ONLINE		
SAB-210	W1	Substance Abuse Counseling	3	TBA	ONLINE		
SOC-210	W1	Intro to Sociology	3	Savchak	ONLINE		
SOC-213	01	Sociology of the Family	3	Nelson	230	MW	02:00P-03:15P
SOC-213	W1	Sociology of the Family	3	Savchak	ONLINE		
*SPA-112	01N	Elementary Spanish II	3	TBA	267	MW	12:30P-01:45P
SSM-110	W18B	Intro to Shooting Sports (2nd 8 weeks)	4	Fagan	ONLINE		
SSM-112	W18A	Sports Hunting (1st 8 weeks)	3	Fagan	ONLINE		
SSM-114	W1	Shooting Sports Management	5	Fagan	ONLINE		
TXY-103	01	Mammal Taxidermy	12	Adams	162	MTW	08:00A-04:00P
TXY-103AB	50	Mammal Taxidermy	6	Speer	162	MTW	06:00P-10:00P
WBL-111	01F	Work-Based Learning I	1	Strong	Off campus	TTHF	vairable
WBL-121	01HST	Work-Based Learning II	1	Frieary	Off campus	M-F	variable
WBL-125	W1	Work-Based Learning Sem. II	1	Frieary	ONLINE		
WEB-140	W1	Web Development Tools	3	Kieliszek	ONLINE		

ONLINE COURSES

Optional orientations for online and hybrid courses are available online and in the Center for Academic & Technology Support (CATS). See the Distance Learning web pages for more information.

ACA-115	W1	Success & Study Skills	1	Beverly	ONLINE		
ACA-115	W2	Success & Study Skills	1	Beverly	ONLINE		
ACA-122	W18B	College Transfer Success (2nd 8 weeks)	1	Nelson	ONLINE		
*ACC-121	W1	Principles of Managerial Acct.	4	Berry	ONLINE		
ACC-129	W1	Individual Income Taxes	3	TBA	ONLINE		
*ACC-140	W1	Payroll Accounting	2	Thomas	ONLINE		
*ACC-150	W1	Accounting Software Apps	2	Thomas	ONLINE		
AHR-213	W1	HVACR Building Code	2	Hinson	ONLINE		
ART-111	W1	Art Appreciation	3	McClanahan	ONLINE		
*BIO-112	W1	General Biology II	4	Bunting	ONLINE		
*BIO-165	W1	Anatomy & Physiology I	4	Bunting	ONLINE		
*BIO-166	W1	Anatomy & Physiology II	4	TBA	ONLINE		
BUS-115	W1	Business Law I	3	TBA	ONLINE		
BUS-121	W1	Business Math	3	Collins	ONLINE		
BUS-153	W1	Human Resource Management	3	Collins	ONLINE		
*BUS-225	W1	Business Finance	3	Collins	ONLINE		
*BUS-260	W1	Business Communication	3	Collins	ONLINE		
BUS-280	W1	REAL Small Business	4	Berry	ONLINE		

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Curriculum Schedule of Classes

Section Key: 01-03 Day, 50-52 Evening, 90 Weekend, TBA To Be Announced, LL Learning Lab, W Online, H Highway Room, C Hybrid

Course #	Section	Course Title	Credits	Instructor	Room	Days	Time
CIS-110	W1	Intro to Computers	3	Mabry	ONLINE		
CIS-110	W18B	Intro to Computers (2nd 8 weeks)	3	Karras	ONLINE		
CIS-110	W1H	Intro to Computers (high school only; starts 1/19)	3	Karras	ONLINE		
CIS-110	W2	Intro to Computers	3	Mabry	ONLINE		
CIS-110	W2H	Intro to Computers (high school only; starts 1/19)	3	Karras	ONLINE		
CIS-110	W3H	Intro to Computers (high school only; starts 1/19)	3	Karras	ONLINE		
CIS-110	W4H	Intro to Computers (high school only; starts 1/19)	3	Mabry/Glass	ONLINE		
CIS-111	W1	Basic PC Literacy	2	Glass	ONLINE		
CIS-111	W18B	Basic PC Literacy (2nd 8 weeks)	2	Blake	ONLINE		
CIS-111	W2	Basic PC Literacy	2	Blake	ONLINE		
CJC-113	W1	Juvenile Justice 15 weeks; starts 1/19	3	Wyrick	ONLINE		
CJC-120	W1	Interviews/Interrogations 15 weeks; starts 1/19	2	Wyrick	ONLINE		
CJC-121	W1	Law Enforcement Operations 15 weeks; starts 1/19	3	Wyrick	ONLINE		
CJC-131	W1	Criminal Law 15 weeks; starts 1/19	3	Wyrick	ONLINE		
CJC-132	W1	Court Procedure & Evidence 15 weeks; starts 1/19	3	Wyrick	ONLINE		
CJC-160	W1	Terrorism: Underlying Issues 15 weeks; starts 1/19	3	Eury	ONLINE		
CJC-214	W1	Victimology 15 weeks; starts 1/19	3	Eury	ONLINE		
CTS-115	W1	Info. Systems Business Concepts	3	Mabry	ONLINE		
*CTS-130	W1	Spreadsheet	3	Glass	ONLINE		
DDT-110	W18A	Developmental Disabilities (1st 8 weeks)	3	Nicholson	ONLINE		
*DDT-120	W18B	Teaching Developmental Disabled (2nd 8 weeks)	3	Nicholson	ONLINE		
*DDT-210	W18B	DDT Health Issues (2nd 8 weeks)	3	Nicholson	ONLINE		
DDT-220	W18A	Program Planning Process (1st 8 weeks)	3	Nicholson	ONLINE		
ECO-252	W1	Principles of Macroeconomics	3	Hatchett	ONLINE		
+EDU-131	W1	Child, Family, & Community	3	Greene	ONLINE		
+EDU-145	W1	Child Development II	3	Brown	ONLINE		
+EDU-151	W1	Creative Activities	3	Brown	ONLINE		
+EDU-153	W1	Health, Safety, & Nutrition	3	Brown	ONLINE		
*+EDU-221	W1	Children with Exceptionalities	3	Brown	ONLINE		
*+EDU-234	W1	Infants, Toddlers, & Twos	3	Ayers	ONLINE		
+EDU-251	W1	Exploration Activities	3	Brown	ONLINE		
*+EDU-262	W1	Early Childhood Administration II	3	Ayers	ONLINE		
+EDU-280	W1	Language & Literacy Experiences	3	Brown	ONLINE		
+EDU-282	W1	Early Childhood Literature	3	Ayers	ONLINE		
*+EDU-284	W1	Early Childhood Capstone Practicum	4	Brown	ONLINE		
*ENG-111	W1	Writing & Inquiry	3	TBA	ONLINE		
*ENG-111	W1H	Writing & Inquiry (high school only; starts 1/19)	3	Vance	ONLINE		
*ENG-112	W1	Writing & Research in the Disciplines	3	Brumley	ONLINE		

Curriculum Schedule of Classes

Section Key: 01-03 Day, 50-52 Evening, 90 Weekend, TBA To Be Announced, LL Learning Lab, W Online, H Highway Room, C Hybrid

Course #	Section	Course Title	Credits	Instructor	Room	Days	Time
*ENG-112	W1H	Writing & Research in teh Disciplines (high school only; starts 1/19)	3	Brumley	ONLINE		
*ENG-112	W2	Writing & Research in the Disciplines	3	Brumley	ONLINE		
*ENG-114	W1	Professional Research & Reporting	3	Britt	ONLINE		
GIS-121	W1	Georeferencing & Mapping	3	Lamonds	ONLINE		
GIS-215	W1	GIS Data Models	3	Lamonds	ONLINE		
HEA-110	W1	Personal Health/Wellness	3	Goforth	ONLINE		
HIS-111	W1	World Civilization I	3	Douglas	ONLINE		
HIS-112	W1	World Civilization II	3	Edwards	ONLINE		
HSE-112	W1	Group Process I	2	Frieary	ONLINE		
HSE-123	W1	Interviewing Techniques	3	Frieary	ONLINE		
HSE-210	W1	Human Services Issues	2	Frieary	ONLINE		
HSE-227	W1	Children & Adolescents in Crisis	3	TBA	ONLINE		
MAT-110	W1	Math Measurement & Literacy	3	Zielsdorf	ONLINE		
MKT-223	W1	Customer Service	3	Collins	ONLINE		
MUS-110	W1	Music Appreciation	3	Chesnutt	ONLINE		
OST-130	W1	Comprehensive Keyboarding	3	Hudson	ONLINE		
OST-130	W18A	Comprehensive Keyboarding (1st 8 weeks)	3	Hudson	ONLINE		
*OST-134	W18B	Text Entry & Formatting (2nd 8 weeks)	3	Parsons	ONLINE		
OST-136	W18A	Word Processing (1st 8 weeks)	3	Kieliszek	ONLINE		
OST-184	W1	Records Management	3	Fagan	ONLINE		
OST-286	W1	Professional Development	3	Hudson	ONLINE		
*OST-289	W18B	Administrative Office Management (2nd 8 weeks)	3	Fagan	ONLINE		
*PHI-240	W1	Intro to Ethics	3	Lingle	ONLINE		
PMT-110	W1	Intro to Project Management	3	TBA	ONLINE		
PMT-111	W1	Project Management - Assessing Risk	3	TBA	ONLINE		
PMT-210	W1	Project Management Issues	3	TBA	ONLINE		
PSY-150	W1	General Psychology	3	Nelson	ONLINE		
PSY-150	W1H	General Psychology (high school only; starts 1/19)	3	Raming	ONLINE		
PSY-150	W2H	General Psychology (high school only; starts 1/19)	3	Raming	ONLINE		
*PSY-241	W1	Developmental Psychology	3	Raming	ONLINE		
*PSY-281	W1	Abnormal Psychology	3	Raming	ONLINE		
REL-211	W1	Intro to the Old Testament	3	Hancock	ONLINE		
REL-212	W1	Intro to the New Testament	3	Hancock	ONLINE		
REL-221	W1	Religion in America	3	Hancock	ONLINE		
SAB-110	W1	Substance Abuse Overview	3	TBA	ONLINE		
SAB-210	W1	Substance Abuse Counseling	3	TBA	ONLINE		
SOC-210	W1	Intro to Sociology	3	Nelson	ONLINE		
SOC-213	W1	Sociology of the Family	3	Savchak	ONLINE		
SSM-110	W18B	Intro to Shooting Sports (2nd 8 weeks)	4	Fagan	ONLINE		
SSM-112	W18A	Sports Hunting (1st 8 weeks)	3	Fagan	ONLINE		
SSM-114	W1	Shooting Sports Management	5	Fagan	ONLINE		
WBL-125	W1	Work-Based Learning Sem. II	1	Frieary	ONLINE		
WEB-140	W1	Web Development Tools	3	Kieliszek	ONLINE		

* Prerequisite course(s) required. + Corequisite course(s) required.

PLEASE NOTE: High school students are ineligible to take courses in which the course number begins with "0." (Example: ENG 080)

Curriculum Schedule of Classes

Section Key: 01-03 Day, 50-52 Evening, 90 Weekend, TBA To Be Announced, LL Learning Lab, W Online, H Highway Room, C Hybrid

HYBRID COURSES

Courses require classroom and online participation.
Optional orientations for online and hybrid courses are available online and in the Center for Academic & Technology Support (CATS). See the Distance Learning web pages for more information.

Course #	Section	Course Title	Credits	Instructor	Room	Days	Time
ACA-115	01R	Success & Study Skills	1	Beverly	217	MW	08:45A-09:20A
ACA-115	02R	Success & Study Skills	1	Hopkins	217	T	04:00P-05:15P
ACA-115	03R	Success & Study Skills	1	Beverly	217	T	02:00P-03:15P
ACA-115	50R	Success & Study Skills	1	Hopkins	217	T	05:30P-06:45P
ACA-122	01R8A	College Transfer Success (1st 8 weeks)	1	Nelson	230	TTH	08:30A-09:20A
*BIO-165	50R	Anatomy & Physiology I	4	TBA	101	TH	05:30P-08:20P
*BIO-166	01RH	Anatomy & Physiology II	4	TBA	EMHS	TBA	TBA
*BIO-166	02RH	Anatomy & Physiology II	4	TBA	EMHS	TBA	TBA
*BIO-166	50R	Anatomy & Physiology II	4	TBA	102	TH	05:30P-08:20P
*BIO-275	01R	Microbiology	4	TBA	102	TH	03:00P-04:50P
DMA-010	01R	Operations with Integers	1	Klass/Hendrix	218	M	11:00A-11:50A
DMA-010	02R	Operations with Integers	1	Klass/Hendrix	218	T	09:00A-09:50A
DMA-010	03R	Operations with Integers	1	Klass/Hendrix	218	T	03:00P-03:50P
*DMA-030	01R	Proportions/Ratio/Rate/Percent	1	Klass/Hendrix	218	M	12:00P-12:50P
*DMA-030	02R	Proportions/Ratio/Rate/Percent	1	Klass/Hendrix	218	T	05:00P-05:50P
*DMA-040	01R	Expressions/Linear Equations/Inequalities	1	Klass/Hendrix	218	M	01:00P-01:50P
*DMA-040	02R	Expressions/Linear Equations/Inequalities	1	Klass/Hendrix	218	T	04:00P-04:50P
*DMA-050	01R	Graphs/Equations of Lines	1	Klass/Hendrix	218	M	04:00P-04:50P
*DMA-050	02R	Graphs/Equations of Lines	1	Klass/Hendrix	218	T	10:00A-10:50A
*DMA-050	03R	Graphs/Equations of Lines	1	Klass/Hendrix	218	T	06:00P-06:50P
DMS-002	01R	Developmental Math Shell 2	2	Klass/Hendrix	218	M	09:00A-09:50A
DMS-002	02R	Developmental Math Shell 2	2	Klass/Hendrix	218	M	02:00P-02:50P
DMS-002	03R	Developmental Math Shell 2	2	Klass/Hendrix	218	M	05:00P-05:50P
DMS-002	04R	Developmental Math Shell 2	2	Klass/Hendrix	218	T	11:00A-11:50A
DMS-002	05R	Developmental Math Shell 2	2	Klass/Hendrix	218	T	01:00P-01:50P
DRE-096	01R8A	Integrated Reading & Writing (1st 8 weeks)	3	Beverly	218	MW	11:00A-12:15P
DRE-096	01R8B	Integrated Reading & Writing (2nd 8 weeks)	3	Beverly	218	MW	11:00A-12:15P
DRE-096	50R8A	Integrated Reading & Writing (1st 8 weeks)	3	Beverly	218	M	05:30P-07:00P
DRE-096	50R8B	Integrated Reading & Writing (2nd 8 weeks)	3	Beverly	218	M	05:30P-07:00P
*DRE-097	01R8A	Integrated Reading & Writing II (1st 8 weeks)	3	Beverly	238	MTW TH	09:30A-10:45A 09:30A-10:50A
*DRE-097	50R8A	Integrated Reading & Writing II (1st 8 weeks)	3	Hopkins	216	MW	05:30P-07:20P
*DRE-098	01R8B	Integrated Reading & Writing III (2nd 8 weeks)	3	Beverly	238	MTW TH	09:30A-10:45A 09:30A-10:50A
*DRE-098	50R8B	Integrated Reading & Writing III (2nd 8 weeks)	3	Hopkins	216	MW	05:30P-07:20P
*ENG-111	50R	Writing & Inquiry	3	Jones	229	M	05:30P-06:45P
*ENG-114	50R	Professional Research & Reporting	3	Britt	236	M	05:30P-06:45P
*MAT-171	01R	Precalculus Algebra	4	Zielsdorf	225	MTWTH	11:30A-12:20P
*MAT-172	01R	Precalculus Trigonometry	4	Zielsdorf	225	MW F	09:30A-10:45A TBA

*MED-122	01R	Medical Terminology II (Final exam on campus; date/time TBA)	3	Beaman	HYBRID		
*NUR-102BB	01R8A	Practical Nursing II (1st 8 weeks)	6	Hancock, et. al.	228	T	09:00A-12:50P
					148/150	TH	09:00A-03:50P
					Clinical sites	THF	06:30A-01:20P
*NUR-102BB	02R8A	Practical Nursing II (1st 8 weeks)	6	Hancock, et. al.	228	T	09:00A-12:50P
					148/150	W	09:00A-03:50P
					Clinical sites	WTH	06:30A-01:20P
*NUR-102BB	50R8A	Practical Nursing II (1st 8 weeks)	6	Hancock, et. al.	148/150	T	06:00P-09:50P
					148/150	S	09:00A-03:50P
					Clinical sites	SorSU	06:30A-01:20P
*NUR-103	01R8B	Practical Nursing III (2nd 8 weeks)	9	Hancock, et. al.	228	T	09:00A-12:50P
					148/150	TH	08:00A-04:50P
					Clinical sites	F	06:30A-04:20P
*NUR-103	02R8B	Practical Nursing III (2nd 8 weeks)	9	Hancock, et. al.	228	T	09:00A-12:50P
					148/150	W	08:00A-04:50P
					Clinical sites	WTH	06:30A-04:20P
*NUR-103	50R8B	Practical Nursing III (2nd 8 weeks)	9	Hancock, et. al.	148/150	T	06:00P-09:50P
					148/150	S	08:00A-04:50P
					Clinical sites	SorSU	06:30A-04:20P
*PED-118	01R	Weight Training II	1	Beaman	508	MW	11:35A-12:25P

18th Annual
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